



Welcome to the Applicant Packet for **Team Leader** positions at Friendly City Food Co-op. We appreciate your interest and the time it takes to carefully complete this application. We encourage you to retain this cover letter for your reference. Before moving forward with this application, please know that:

- Friendly City does not have seasonal employment. We ask for at least a 12-month commitment;
- Most Team Leaders will have a typical or routine schedule, but shifts and hours are subject to change;
- This position requires weekend availability;
- Friendly City's goal is to be the most welcoming store in the Valley and we are looking for applicants that will help us reach that goal!

In addition, it is important to note that working at Friendly City will require the wearing of multiple hats. Our management team will be responsible for supervising their team members; meeting objectives for sales, labor, margin, and inventory turns; selecting, pricing, and promoting designated products; and for providing prompt, friendly, helpful customer service; and helping out in other departments as needed.

Friendly City Food Co-op is managed as a service to Friendly City member-owners, in line with the goals established by their elected stewards, the Board of Directors. Co-op management takes compassion, intention and responsibility. Making a commitment to become a Friendly City manager requires hard-work, dedication, high yet reasonable expectations, bravery, care, and flexibility.

The position currently being offered is 40+ hours per week. Our compensation package includes: a competitive salary plus a benefits package. This benefits package includes: an empowered work environment, a 15% employee discount on purchases at the co-op, health and medical insurance (shared cost), paid personal time off, and merit-based raises.

You must submit a completed application in order to be considered for this position. We are currently reviewing applications and conducting interviews.

Due to the large number of applications we receive, we regret that we are unable to follow up with each applicant. We will, however, make a strong effort to make personal contact by phone with those who have been interviewed once our decision has been reached.

In Cooperation,  
Friendly City

# Application for Employment

Check the Team Leader position(s) for which you are applying:

Front End  Grocery  Produce  Wellness  Deli-Bakery

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Other # to reach you: \_\_\_\_\_

Email: \_\_\_\_\_

Language(s) spoken fluently: \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the U.S.?  Yes  No

Are you 18 years or older?  Yes  No

Are you related to anyone who currently works at or is on the board of Friendly City?

Yes  No If so, whom:

Are you currently a student?  Yes  No

How did you learn about this position?

Daily News Record  Co-op member  Our website  Our email update

Word of mouth  Facebook  Craigslist  Other: \_\_\_\_\_

*For each of the following questions, please check the appropriate answer and **provide details on a separate sheet** using the corresponding number. Take your time when considering your responses. Feel free to attach a résumé in addition. However, please do not submit a résumé only, as candidates not completing this application will not be considered for the available position(s).*

## Section 1 – Working in Grocery Retail Environment

1. Have you had experience as a cashier?

Yes  No If yes, please describe.

2. Have you had experience providing customer service?  Yes  No How do you describe good customer service and how you would provide it?

3. Have you had experience working as paid staff at a grocery store, or in the fields of natural foods, nutrition, or sustainable agriculture?

Yes  No If yes, please describe.

4. Have you had experience working as a supervisor or trainer?

Yes  No If yes, please describe.

## Section 2 – Qualifications Relating to Retail Managing

1. Have you had any experience buying/ordering/receiving, especially in any of the following areas: Dairy, Produce, Meat, Grocery, Health, Beauty, etc.?

Yes  No If yes, please describe.

2 How would you connect merchandising strategies with our branding?

3. How would you provide excellent customer service?

4. What skills of yours do you feel would be particularly useful as Friendly City’s [position for which you are applying]?

## Section 3 – Scheduling & Availability

What date could you start? \_\_\_\_\_

Please list the times you are AVAILABLE to work:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
a.m.							
p.m.							

1. In the next 6 months, do you expect any change in your availability?

Yes  No If yes, please explain.

2. Can you work early mornings (7am), evenings (until 10pm) and weekends?

Yes  No

3. What are the things in your life that define your scheduling needs?

4. What are your long-tem goals and how will this job support them?

## Section 4 - Employment & Education History

Please note any employment - past or present- that you think would be helpful in the consideration of your application. Feel free to submit a résumé to supplement, but please complete this section as well.

**Employer** \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone #(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_ May we contact this person? \_\_\_\_\_  
Wage/Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Position(s) Held and Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone #(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_ May we contact this person? \_\_\_\_\_  
Wage/Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Position(s) Held and Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_ Phone #(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_ May we contact this person? \_\_\_\_\_  
Wage/Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_ Position(s) Held and Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Please account for any gaps in your employment history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Education

**High School** \_\_\_\_\_ Degree \_\_\_\_\_

**College/University** \_\_\_\_\_

Area(s) of study \_\_\_\_\_

Graduation Date \_\_\_\_\_ Degree \_\_\_\_\_

**Vocational** \_\_\_\_\_

Area(s) of study \_\_\_\_\_

Graduation Date \_\_\_\_\_ Degree/License \_\_\_\_\_

Other important educational experiences:

\_\_\_\_\_  
\_\_\_\_\_

Explain skills in which you are experienced (where appropriate):

	Skills	Years	Comments
Accounting			
Admin. Asst.			
Cashier/Register			
Cooking			
Data Entry			
Database Software			
Food Preparation			
General Cleaning			
Maintenance/Repair			
Graphic Design			
Human Resources			
Marketing			
Microsoft Excel			
Microsoft Publisher			
Meat & Seafood			
Phone Skills			
Programming			
Receiving			
Sales			
Stocking			
Technical Support			
Writing			

Other skills or professional certifications we should know about:

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### Section 5 - Professional References

1. \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

2. \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

3. \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Please read before signing:**

This application is intended for use evaluating your qualifications for employment. Friendly City Food Cooperative, Inc. is an Equal Opportunity Employer and will not discriminate on the basis of sex, age, race, religion, marital/parental status, sexual orientation, national origin, disability or any other characteristic protected by law and/or irrelevant to the good execution of this position.

I hereby affirm that the information on this application (and accompanying résumé, if any) is true to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal at a later date.

I understand that this application for employment will be considered active for 60 days and that if I wish to be considered for employment beyond this time period, I should complete a new application.

I understand that my employment with Friendly City Food Cooperative is “at will”, neither permanent nor guaranteed. While Friendly City asks for a 12-month commitment, I understand that if I am offered employment with Friendly City, Friendly City or I may terminate my employment at any time with or without cause or notice.

I hereby acknowledge that I have read, understand and agree to the conditions set forth above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please mail or drop off your completed application to one of the following addresses:**

**MAIL TO:**

Friendly City Food Co-op  
Attn: Human Resources  
PO Box 841  
Harrisonburg, VA 22803

**DROP OFF TO:**

Friendly City Food Co-op  
Attn: Human Resources  
150 E. Wolfe Street  
Harrisonburg, VA 22802