



CANDELO BULK WHOLEFOODS CO-OP LTD

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14th December 2021

NEW CO-OP MEMBER – Info Package for Applicants

One permanent part time position is available for three shifts per week, approximately 17-18 hours per week: Mon 8.45am-5.45pm; Tues 1:30pm-6:15pm; Friday 10am-4pm (we can be a little flexible, for the right applicant!). 6hr Saturday rostered shifts every 2-3 months.

General Retail Industry Award 2020 Level 4 applies – currently \$23.67 per hour (basic rate, higher rates for evening shifts and weekends apply), occasionally Level 6 applies for some higher duties – currently \$25 per hour.

Working with a Co-op

Candelo Bulk Wholefoods Co-op Ltd is a not-for-profit workers' co-operative managed by its worker members. You can find out more about co-operatives here:
<https://www.ica.coop/en/cooperatives/what-is-a-cooperative>

The objects of the CBW co-op are to:

- run an ethical business providing the community with food that is affordable, wholesome, organic, local where possible, and with minimal packaging
- ensure the long-term viability of this service
- provide secure employment for members and strive towards excellent working conditions

An active member:

- works a minimum of eight hours per week unless on approved leave
- attends at least two thirds of general meetings
- holds a \$1,500.00 share in the co-op

N.B. Members are required to purchase a share in the co-op. As a not-for-profit co-op, no distributions are paid on share capital and share values do not change. The \$1,500 share is returned to a member when they leave the co-op, subject to our rules.

The new co-op member would enthusiastically support and understand

- the objects and rules of the CBW co-operative
- the CBW co-op work agreement with employees
- the principles of the international co-operative movement (see below)

International Co-operative Alliance principles:

1. Voluntary & Open Membership
2. Democratic Member Control
3. Members' Economic Participation

4. Autonomy & Independence
5. Education, Training and Information
6. Co-operation among co-operatives
7. Concern for Community

As a new member, you would be expected to see the co-op as a major focus in your life, be enthusiastic about a long-term involvement in the co-op, and be happy to take a turn as one of three directors of the co-op who share managerial responsibilities.

The new member will be interested in and capable of taking an active part in all aspects of the business including excellent customer service, stocking and merchandising, ordering and receiving goods, cleaning, waste management, balancing the tills, and book-keeping (paying bills, tax, GST, insurance, pricing, filing) - as well as responsibilities for rosters, wages, taxes, superannuation, workers comp, and conflict management using non-violent communication. These responsibilities are shared by the team.

You would also communicate with members, staff, customers and the wider community, be willing to network with similar organisations, support financial management (budgeting, preparing reports), liaise with our landlord "Ingoodwe Trust" and other tenants of the Trust, and attend co-op meetings.

N.B. Co-op members share tasks and at no one time is any member expected to carry out more than a few of the above duties. New members are given full training and supported to learn on the job. Further responsibilities are given where they are appropriate to your skills. All tasks are equally important for the effective running of the co-op and each member's positive involvement in the daily work on the shop floor is crucial.

The co-op would like new members to be aware, or be willing to become aware, of the importance of food security and sustainable agriculture globally, nationally and locally and to apply this to the co-op management – particularly in relation to support for local growers, SCPA (South-East Producers' Association), and the SCPA markets.

The co-op has always had a policy of supporting local growers. Making a living from growing organic food in the Bega Valley is not easy. Meanwhile peak oil and climate change are guiding the community toward reducing food miles. The Co-op is in a position to consciously support this direction.

We would also like a new member to be able to demonstrate their commitment to sustainable practices, including waste minimisation, recycling, and co-operative teamwork.

Essential Attributes

Punctual

Tidy

Hygienic

Honest

Reliable

Good communication skills

Welcoming, friendly, respectful, helpful even in stressful situations

Excellent numeracy skills

Experience of working as part of a team – taking initiative and sharing responsibility

Personal commitment to local and organic food

Personal commitment to small footprint living

Capacity to lift sacks and boxes up to 20kg (using the trolleys provided and helping each other where necessary)

Ability to efficiently prioritise tasks
Ability to multi-task
Ability to keep focused despite many interruptions
Open to learning new skills and receiving feedback

Desirable qualities:

Familiarity with our shop
Experience with wholefoods retail / workers' co-ops
Experience in small business management
Experience in skill sharing and teamwork
Experience of working with consensus, collective processes, and cooperative philosophies
Familiarity with workplace health and safety responsibilities
Some years' experience of growing food

- The new member must also be willing to take on a 3-year term as a director, at some point during their time with the co-operative. Training in the director's role will be provided, however prior experience or knowledge in co-operative governance is preferred.
- Prior experience and knowledge in retail book-keeping is also preferred. We are looking for someone who can assist the current book-keeper's role of paying bills, tax, BAS (GST), insurance, pricing, filing and MYOB.

Application

If you would like to apply for this position, please write to us including the following information in your letter of application:

- Name
- Address
- Phone number
- Email address
- Why you want to work at Candelo Bulk Wholefoods as a co-op member (including how you meet the above criteria)
- Relevant previous experience
- Current resume

Applications to be received by the Co-op by Monday 17th January 2021. Please send your application to info@candelobulkwholefoods.org with the title "New Member Position".

Please contact Lyb, Dan or Sue at the Co-op if you need any further information.