



JOB DESCRIPTION

Beanies Wholefoods
**CO-OP
MEMBER**

APRIL 2022

ABOUT BEANIES

Beanies is a registered workers' co-operative based in Sheffield which was established in 1986. We specialise in organic foods and we are a Soil Association registered retailer and winner of several local and national awards. We also sell a wide variety of vegetarian and vegan foods, fair-trade products, toiletries and household goods, as well as non-organic fresh produce.

We run a busy shop which is open seven days a week. We also operate an organic box scheme in Sheffield and surrounding areas which currently serves over 600 customers. We work closely with local growers and suppliers to ensure the best produce with the lowest carbon footprint possible.



ABOUT THE JOB



Beanies is a thriving business with a fantastic working atmosphere and a diverse, supportive team. This is a hugely rewarding job which provides meaningful connection to our community of growers, suppliers and customers. As a co-operative we all contribute to running the business and decisions are made together in fortnightly meetings.

Our members fulfil a variety of roles, from managing the box scheme and deliveries to social media and everything in between. Some of the work we do is hands-on: co-op members unload pallets, pack veg boxes and deliver them. Some of the work we do is desk-based: we are currently digitising our delivery systems, which involves business planning, service design and change management. We all do a mixture of desk-based and practical work; all kinds of work are equally valued as we all get paid the same hourly rate. Some of us become more specialised over time, with particular responsibilities and areas of oversight.



ABOUT YOU

Beanies is a vegetarian business with a commitment to environmental, fair-trade and animal-friendly practices. Our ideal candidate will share these values.

We are looking for members who can work as part of a team and who will take full responsibility for the quality and pace of their own work. A positive and supportive attitude toward your colleagues is essential, as is initiative and a general willingness to get stuck in with the day's work.

All members are legally also company directors. This is a position of responsibility and requires individuals with a professional attitude and a long-term commitment to the business.

If you have direct relevant experience, please tell us. That said what matters most is your attitude and aptitude. In the past we've taken on career-downsizers, people returning to work after raising families and university leavers; we welcome applicants from all walks of life.

In your application you should show that you understand what we do, and explain clearly what you have to offer us.



OUTLINE OF DUTIES

Office:

- Making decisions affecting the business as part of the cooperative, including attending regular coop meetings.
- Administrative duties that could include HR admin, managing pension schemes, dealing with finances and invoicing
- Management of box scheme software and customer accounts
- Stock management, financial reporting and analysis
- Buildings and services management
- Health and safety, first aid and fire safety compliance and training
- Annual accreditation processes for Soil Association registration
- Invoicing, PAYE and general financial management
- Seasonal planning, eg Christmas delivery
- Writing weekly newsletter, updating website and social media

Organic box delivery scheme:

- Packing veg and fruit boxes to weekly recipe
- Delivery driving
- Customer service, account management and payments
- Route planning
- Lifting weights up to 25kg (i.e. sack of potatoes)

Shop:

- Serving customers in the shop including assisting, advising and till operation
- Stocking shelves and maintaining a high standard of tidiness on the shop floor
- Maintaining strict organic procedures
- Ordering vegetables, wholefoods and other produce
- Receiving deliveries of stock from suppliers
- Dealing with customer enquiries
- Supervision of part time workers
- Maintaining the cleanliness of the shop throughout the day
- Unloading pallet deliveries
- Buying from Sheffield Wholesale Market
- Picking and packing orders for delivery



Essential Skills

- Full clean driving license
- Ability to work as part of a cooperatively run business
- Able to work alone and as part of a team
- Good customer service skills
- Willingness to develop within the job role
- Resilience and adaptability to changing circumstances
- Willingness to work rota'd weekend, evening and early morning shifts

Desired skills & Characteristics

- A knowledge and interest in veggie/vegan , organic and local food, specifically a good knowledge of fresh, local and seasonal produce
- Commitment to environmental, fair-trade and veggie/vegan issues
- Knowledge and experience in IT, specifically database management, web design and social media activity
- Knowledge of organic practices/compliance and accreditation, especially with the Soil Association
- Experience working with growers and other suppliers

Hours

Basic hours of 32-40 hours per week (to be discussed with successful candidate). The shop is open 7 days, including most evenings and occasional bank holidays. The successful candidate will be expected to work rota'd evenings and/or early starts. They will also need to commit to working a fortnightly weekend day (including Sundays). Extra hours will sometimes be necessary to cover sickness and holidays of other members.

Wages

£10.75 per hour during trial period. This position has a probationary period of 6 months, after which time membership of the co-operative will be offered if the candidate is considered suitable. Upon membership of the co-operative, wages increase and are equal across all members. This is currently £11.50 per hour.

Benefits

- 28 days paid holiday pro rata including Bank Holidays, plus 3 company holiday days.
- Full company sick pay after qualifying period.
- Company pension scheme.
- Westfield Health Plan for members.
- Cycle to Work scheme for members.
- 20% staff discount in the shop and on veg box deliveries

APPLY NOW

