



Beanies Co-op Member Job Description

Job Title

Probationary Co-operative Member/ Director.

A bit about Beanies

Beanies is a registered workers' co-operative based in Sheffield. 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.

In addition to the busy shop we operate an organic box scheme and delivery service in Sheffield and surrounding areas.

Beanies is a vegetarian business, and proud of its ethical stance. Our ideal candidate would be a vegan or vegetarian individual who shares our commitment to environmental, fair- trade and ethical plant-based issues.

Beanies is also a limited company, and as such 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. Decisions are made at regular meetings which members and potential members are expected to attend.

We must stress again that this position is an opportunity to become involved in the running of a successful and expanding small business. We are looking for a co-director and not an "employee".

Areas of the business

This job is varied and the successful candidate will be expected to work in multiple areas of operations to gain an overview of the company. To give an overview, these areas include the shop, organic box delivery scheme and delivery driving.

Duties and Responsibilities

- 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

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

Organic Box Delivery Scheme:

- Packing organic fruit and vegetables for our box scheme
- Assembling customer orders for delivery
- Delivery driving in a long wheel-base van
- Lifting weights up to 25kg (i.e. sack of potatoes)

Essential Skills

- Full clean driving licence
- 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

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

Wages

£10.25 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 £11.00 per hour.

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 some 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.

Benefits

28 days paid holiday including Bank Holidays. Full company sick pay after qualifying period. Company pension scheme. Westfield Health Plan for members.

How to Apply

Please send a copy of your CV and a hand-written cover letter explaining how you are suitable for the role and why you would like to join the business to:

Beanies Wholefoods

1 Barber Road

Sheffield

S10 1EA

For more information email info@sheffieldbeanies.co.uk. Telephone 0114 268 1662 or come in and speak to a current Co-op Member from a socially safe distance.