



EMPLOYMENT APPLICATION INTRO

- **Signature lines** need to be signed after printing paperwork.
- Upon hire, you will need supporting **documentation from your bank** for direct deposit that displays the bank's name as well as the routing and account numbers. Most commonly this is a voided check. You will need to provide **proof of identification** for the I-9 form. These are typically, but not always, a photo ID AND a birth certificate or Social Security card, OR a passport.
- If filling out paperwork by hand, please use **blue or black ink only**. Other colors and/or pencil will make the forms invalid.
- Printing services are available for pick-up at your favorite GRPL location. Fill out a print request form online and have them ready for curbside pickup through GRPL To Go.

Accepting Applications until January 20, 2022.

Send all inquiries along with completed application digitally to
tribe@southeastmarketgr.com

OR

Drop off your completed application at the store Monday-Friday from 11AM-7PM,
Saturday from 10AM-7PM
1220 Kalamazoo Ave SE, Grand Rapids, MI 49507.



Lead Grocery Associate

SUMMARY

Ensure the highest level of exceptional service possible for the South East Market Tribe - owners, customers, and general public at all times. Responsible for supporting grocery store operations by maintaining a clean environment and organized food displays that encourages customers to return. Assists the Produce Manager and owners to achieve sales and profit goals, and monitor and control inventory. Assist with directing, supporting and supervising all functions, duties and activities for the store. If you're a passionate self-starter, systems thinker and have a strong commitment to equity, social and environmental justice, the South East Market is looking for you.

COMPENSATION

\$20 - 25 / hr

- 30 hours / week. Part-Time, hourly position available.
- Must be available to work between market open hours, Mondays-Fridays 11A-7P + Saturdays 10A-7P.
- Saturday availability required.

REASONS TO JOIN THE SOUTH EAST MARKET TEAM

- Competitive living wage, with increase potential upon orientation
- Flex Time Off available after 90 days of employment
- Opportunities to learn and advance within innovative and growing business
- Working with a committed, family cultured and fun team
- Discounts on purchases, including weekly produce bundle subscription

PERFORMANCE EXPECTATIONS

Essential Job Functions:

- Promote trust and respect among associates.
- Communicate job specific expectations and information to associates.
- Collaborate with associates and promote teamwork to help achieve goals. Set daily performance goals and empower associates to meet or exceed targets.
- Create an environment that enables customers to feel welcome, important and appreciated by answering questions regarding products sold throughout the store, our store's mission and values and work in the community.
- Gain and maintain knowledge of products sold to be able to respond to questions and make suggestions about products.
- Assist with developing and executing a business plan to achieve desired results.
- Assist with planning, organizing and supervising the inventory process. Maintain an awareness of inventory/stocking conditions and note any discrepancies.



- Ensure proper temperatures in cases and coolers are maintained and temperature logs are maintained.

Success Patterns for this position:

- 2+ years experience working in management of retail, grocery, or foodservice/hospitality environments.
- A reputation for giving great service to guests and co-workers.
- Knowledge of whole, natural, organic foods and agricultural practices.
- Commitment to reducing collective food waste.
- Well organized with strong attention to detail.
- Proficient in administrative tasks such as responding to email, social media posts, updating spreadsheets.
- Consistently follows through on commitments.
- Follows and understands systems for order accuracy.
- Ability to work under pressure in a fast-paced environment.
- Communication skills--clear directions, good listener.
- Willingness and ability to learn and grow to meet the changing requirements of the job.
- Spanish proficiency preferred.

Physical Requirements:

- Ability to lift 50+ pounds.
- Ability to stand for long periods.
- Ability to ascend and descend from step stools to stock inventory and supplies.

Shared Work

These responsibilities and qualifications are to be shared with at least one other person in support of the responsibilities being met. Depending on the capacity of interested, qualified, mission driven applicants this position can be filled by multiple persons.



SOUTH EAST MARKET EMPLOYMENT APPLICATION

PERSONAL HISTORY

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Have you previously worked at South East Market? ___ Yes ___ No *If yes, where and when?
_____ Are any of your family members employed at South East Market? ___ Yes ___ No *If yes, who and their relation?

EDUCATION - COLLEGE, CERTIFICATIONS, HIGH SCHOOL IF RECENT GRADUATE

School Name	Degree/Certification Name	City and State

EMPLOYMENT AND EXPERIENCE

Position Title	Business Name	City/State	Start+End Date



List relevant skills that would apply to this position's role at South East Market, etc.

How does South East Market's mission and vision compel you to seek this role on the team?



SELF-IDENTIFICATION FORM

There are certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, staff are invited to *voluntarily* self identify their race or ethnicity. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1. Are you Hispanic or Latino?

Yes, I am Hispanic or Latino If yes, Ethnic group below is required. *(Select only one option.)*

- Central American
- Cuban
- Spanish
- Puerto Rican
- South American

- Mexican
- Other-Hispanic
- No, I am not Hispanic or Latino

2. What is your race *(predominant ethnic background)*? Please select one or more from the list below:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Name (Last): _____ (First): _____ (M.I.): _____

Employee

Signature: _____

Date: _____