



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.



Grocery Associate

SUMMARY

Create and ensure the highest level of 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. 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

\$13 - \$16 / hr

- Part-Time hourly positions 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:

- 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.
- Check product quality to ensure freshness. Review sell by dates and take appropriate action. Adhere to all food safety regulations and guidelines.
- Label, stock and inventory products.
- Builds produce bundles on bi-weekly basis, ensuring freshness and accuracy.
- Assists with deliveries.
- Communicates regularly with associates, Produce Manager, and owners.
- Performs various administrative tasks including processing payments and closing out register sales.
- Inform customers of pertinent store information, specials and promotions.

Success Patterns for this position:



- Experience working in a retail, grocery, or foodservice/hospitality environment.
- A reputation for giving great service to guests and co-workers.
- Commitment to reducing collective food waste.
- Knowledge of whole, natural, and organic foods and agricultural practices.
- Well organized with strong attention to detail.
- 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.

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.)*

- | | |
|---|--|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Mexican |
| <input type="checkbox"/> Cuban | <input type="checkbox"/> Other-Hispanic |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> No, I am not Hispanic or Latino |
| <input type="checkbox"/> Puerto Rican | |
| <input type="checkbox"/> South American | |

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: _____