



Daily Bread Co-operative has a vacancy for a Prospective Working Member. This is an opportunity to learn about and be involved in running a successful, independent Christian Workers' Co-operative.

The successful applicant will be self-motivated, hard working and be willing to adapt to working within a Workers' Co-operative environment.

The work will involve all aspects of the running of a wholefood packing and retail outlet. The successful applicant will initially be employed for a six-month period as a prospective working member. At the end of the six-month period, the applicant can apply for full membership of the co-operative. The post is **full time** on a shift format, i.e. six months on a Monday to Friday and six months Tuesday to Saturday.

Training will be provided. This is a **full time position only (40 hours a week approx)** and will only suit someone with energy and drive to help Daily Bread be the best local supplier of wholefoods.

The position available is Warehouse Operative

A person with good retail skills and also for our packing area. This will involve for example re-filling shelves, packing down food products and accepting deliveries.

Because of the nature of Daily Bread the job requirements **could change** to suit the varied needs of the business.

Personal Skills/Abilities Specification

The Person Specification is an **important part of our selection process**, as it is the basis for short listing for interview and appointing the successful applicant. Please read and consider the Person Specification carefully before filling in the application form. In your application you should try to show how you feel you meet the criteria listed below, *ideally with examples*; remember that you can draw from any part of your life, not just your work experience.

JOB DESCRIPTION FOR MEMBERS

All our members will be self-motivated, hard working and willing to adapt to working within a Workers' Co-operative environment. They will show:

1. Our team dynamic is vital to us. Tell us how you work in a group: your ability to manage and be managed, to be sensitive to the needs of others and to share the responsibilities for all areas of the business.
2. Your work ethic must be exemplary. Tell us about your attitude to work, including punctuality, the management in tasks, prioritising, respect of those around you and your understanding.
3. Many tasks at Daily Bread are highly time sensitive: please tell us about how well you can keep to deadlines and how you cope with pressure.
4. As a small company, we rely on all our workers to do their jobs not just quickly, but correctly too. Attention to detail is vitally important. Tell us how you have shown this in the past.
5. For many parts of our business, ability with numbers is essential. Tell us how you would cope with things like cash handling, monitoring incoming deliveries, checking dates on products and ensuring accuracy when measuring weights.
6. Daily Bread prides itself on its relationship with its customers. Workers need good communication skills, both verbal and written. Tell us how well you communicate with customers, associates and colleagues.
7. Our staff must be able to recognise and meet the challenges around them as they arise. Tell us about your initiative, versatility and flexibility in the various aspects of your work and life.

8. Our business is based on a set of core beliefs we share and standards we hold ourselves to: our Preamble (a copy of which is included with this form). Tell us how the points of that preamble relate to you personally, and how you would like to act on them in your work day by day. Note: This question is very important, and deserves a full answer. We recommend using a separate (clearly marked) sheet, with a short paragraph for each of the five points in the Preamble.

9. We take health and safety very seriously, and many of the jobs here are very physical and involve repetitive actions (e.g. weighing goods, stacking shelves or cleaning). Tell us how you would manage in that kind of environment.

10. The successful applicant will be on the path to being a full member of our co-operative. Tell us your thoughts on being part of the management of this business, with all that that entails: meetings, workshops, working groups etc.

11. We at Daily Bread are always trying to improve ourselves and our business, and undertake regular training in various aspects of the business, knowledge of our product range and many other fields. Tell us about any training or development you have gone through, or would like to go through, that would make you a more effective member of our team.

Preamble: The Objectives of Daily Bread

The Preamble is a statement agreed by members, to be regarded as the long term basis on which the enterprise is to be developed. The means by which the Preamble is put into practice will vary with changing circumstances but the fundamental statements of purpose will not change.

Work is Fundamental

We wish to earn our living by working together in a relationship which is enriching and creative and which values each worker. As a Workers' Co-operative we will share the policy decisions which affect our work and share the financial results of it, in good times and in bad.

Food is Fundamental

We wish to trade as suppliers of wholefoods which have good nutritional value and are good value for money.

Other People are Fundamental

We will have a proactive concern for people with mental, behavioural and learning issues, by offering them employment in a supportive setting.

The World is Fundamental

We will not retreat from the world around us, but will endeavour to develop an enterprise which is viable in the market economy in which we find ourselves. We recognise that we are part of the rich world rather than a part of the deprived world, but we do not accept that contemporary values, judgements and trading patterns are unchangeable. Therefore, we shall give a significant percentage of our total remuneration to causes outside the Co-operative, with special reference to Third World Causes.

Commitment is Fundamental

We are a Fellowship. We will have a discipline of prayer and worship together. We will care for each other. Our inspiration comes from Jesus Christ. What we do is a venture of faith and we believe it will succeed as far as we discern God's will and act upon it.

It is not a requirement to be a Christian but those values are an important part of Daily Bread. We do not discriminate against race, religion, sexual orientation.

If you wish to apply please fill in the application form (attached) and **return with your CV** and skills and abilities document.

The closing date for applications is the Saturday 23rd February 2019, after which short listing and interviews will be conducted.

Enclosed for your information is:

- An Introduction to Daily Bread

We also have our websites for more information: www.dailybread.co.uk

Pay is £8.00 + per hour. (small increase if accepted into Membership after six months). Workplace pension. The working week is an average 40 hours per week with six months Monday to Friday, six months Tuesday to Saturdays. The changeover times are January and July.

The working hours are normally:

- 8.30am to 5.30pm Monday to Friday
- 8.30am to 5.15pm Saturday

1 hour unpaid lunch hour, 25 days holiday a year (pro rata), plus bank holidays. Probation period: 6 months.

Daily Bread Co-operative Ltd

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Registered Co-operative Society IPS 21612R