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Earthfoods Fall 2023 Application

** To avoid any bias in the application process, all applications will be read anonymously. Your personal information will be blocked out before being given to our hiring committee.*

Please fill out this application ONLY IF:

- You are a full-time undergraduate student at UMass Amherst (at least 12 credits).
- ***You can attend the **mandatory** weekly All-Staff Meetings once a week for an hour and a half. For the fall, this meeting will be: Mondays 7:15-8:45pm.
- You can and will commit **at least two full semesters**.
- You are willing to maintain a **strong commitment** to the business during those **2+ semesters**.
- You are available to work an average of 12-13 hours out of the work week (minimum of 10 hours). Be aware that you will also be required to work outside of your scheduled shift hours in your committees.
- [You have read the full description of Earthfoods and the role of a co-manager below.](#)

Earthfoods is a collectively managed, student-run business located in the Student Union at the center of the UMass campus. Our mission is to provide affordable and healthy vegetarian/vegan meals to UMass students and faculty as well as members of surrounding communities. Earthfoods is aware of the benefits of local food systems for which we are socially, environmentally, and economically responsible.

Each member of Earthfoods is a co-manager; we all work *with* each other rather than working *for* someone. Co-managers have the unique opportunity to learn and participate in all facets of operating a restaurant, from cooking, serving, and cashiering, to bookkeeping, ordering, advertising, and more. We are responsible for keeping the business financially viable with guidance from our financial consultant.

Decisions at Earthfoods are made democratically. Co-managers voice their opinions about issues and proposals at our mandatory All-Staff meetings. This meeting is also a time to experience group dynamics, explore collective and individual identity, deconstruct hierarchy, and give and receive evaluation and feedback.

Additionally, Earthfoods is one of seven co-ops on campus —People's Market, Greeno Sub Shop, Sylvan Snack Bar, The Bike Coop, CD&C, and Sweets & More. Co-ops are all completely student-run, which means **all co-managers are equals**, and everyone shares a responsibility in managing the business. Co-managers are often people who love to take initiative, are passionate about things they care about, and are willing to put in the effort.

The pay rate for all co-managers is \$15/hour. Co-managers are paid for kitchen hours, committee hours, and the weekly 1.5 All-Staff meeting. All co-managers are required to work at least 10 on-shift hours/week. Co-managers are encouraged to join and participate in a range of committees which serve the business "behind-the-scenes" and broaden one's experience of working here. By law, students with part-time jobs are allowed to work no more than 20 hours/week. Earthfoods is open Monday through Thursday, 11-3, but shifts range before and after.

Becoming a co-manager at Earthfoods is an exciting prospect. There are endless opportunities to create and find niches within the collective. You will grow and shape the collective as it grows and shapes you. As such, New Hires are expected to possess a motivated desire to work, play, learn, and push boundaries!

Important Dates:

- **Friday, August 25th:** Applications are **due** by 11:59 pm! Email them to earthfoodshiring-sa@umass.edu !!!
- **Friday, August 25th or Saturday, August 26th:** Expect a **phone call or email** during the afternoon regarding interview decisions. During this time we will also set up interviews!
- **Saturday, August 26th and Sunday, August 27th:** Interviews will be conducted **over Zoom or in person** with the Hiring Committee. If these days don't work for you, let us know so we can work out a different interview time!
- **TBD:** Hiring decisions will be released! Expect an email or phone call.

Questions? Message our Instagram @earthfoods and ask away!

☆ **Please read the application thoroughly before filling out the document****

☆ **Please make a copy of the application, then edit!**

Basic Information:

Name:

Pronouns (optional):

Phone number:

Email address:

Semester of Graduation:

Credits being taken Fall 2023:

Would this be a second job?

If yes, please explain.

Do you plan on studying abroad?

If yes, what semester(s) would you be abroad for?

How did you hear about our application?

Do you have Work Study?

Please attach a copy of your Fall 2023 schedule below (even if it is still tentative) and a list of your weekly commitments.

Employment History & Work Experience:

Please attach your resume below that details your employment history and work experience. You're not required to have a long work history, but make sure you describe in detail responsibilities and characteristics that embody a strong work ethic from past work and volunteer opportunities.

Don't hold back on anything on your resume, please include all hobbies, interests, skills, or any relevant organizational experience that you can contribute to the Earthfoods Co-op.

There are campus resources available if you need help sprucing up your resume. Google Docs has resume templates as well. The links are below:

<https://www.umass.edu/careers/jobsearch/resumes>

<https://www.umass.edu/careers/sites/default/files/Resume%20examples%20packet.pdf>

<https://www.umass.edu/careers/undergrad>

Getting To Know You:

1. What communities on campus are you involved in or are looking to be involved in? Describe your community and your role in it.

2. Why do you want to work at a co-op? What skills would you bring to the collective? (I.e. interpersonal, managerial, financial, organizational, practical, etc.)

3. Without using the word “different,” what does diversity look like/mean to you? How have you experienced diversity in your life?

4. Here is a list of words:

power dynamics	sustainability	role model
dis/ability	work ethic	ideology/politics
environmental justice	class	initiative
community	activism	intro/extro-version
hierarchy	culture	accountability
race/ethnicity	gender	agency
efficiency	spirituality	responsibility
sexuality	self-image	creativity

~ **Please respond to two of these words intuitively, thoughtfully, emotionally... How has each of the words you chose played a role in your life experiences? Feel free to tell a story.**

5. On the next page is a list and description of committees which comprise the managerial responsibilities of Earthfoods. Pick **three** committees you would be interested in joining and explain why they interest you. What previous experience have you had which could inform your work on each committee?

6. Attached at the very end is a blank piece of paper. Express yourself! Do what you will with this page: write, draw, attach something, whatever fits your fancy!

OPTIONAL: Feel free to elaborate on if there have been any life experiences for you that may put you at a disadvantage for getting accepted for this position.

Committees List :

- **Bookie:** Collects, files, and pays purchase orders.
- **BoSB (Board of Student Businesses):** Encourages communication and action among student-run businesses, plans inter-business events, attends weekly meetings.
- **Cashout:** Counts the daily register and tracks sales.
- **Catering:** Manages catering orders and effectively communicates details such as pricing, menu, and other costs with buyers.
- **Ethics:** Facilitates workshops for the collective at least twice a semester to educate the collective on how to be consciously anti-racist, anti-sexist, anti-homophobic, and anti-xenophobic.
- **Human Relations:** Serves as a social resource within the collective; encourages communication and fosters accountability.
- **Hiring:** organizes our hiring cycles! Conducts interviews, reads applications, etc.
- **Maintenance:** Makes general repairs and organization plans and maintains optimal relationships with UMass facility services. Maintains ServSafe, which is our food safety program!
- **Menu/Ordering:** Plans weekly menu; creates and develops recipes, orders food and other supplies, takes inventory, and puts away orders!
- **MenRev:** helps to update our recipes and add new ones!

- **Organizational Specialist:** Handles any and all organizational aspects of the cooperative; reserving rooms for meetings, coordinating agenda for All-Staff, creates the schedule
- **Payroll:** Organizes and reviews co-manager payroll hours.
- **Public Relations:** Coordinates and executes outreach to the larger community via flyers, posters, Earthfoods apparel, cookbooks, answers emails and DMs!
- **Training:** Trains new co-managers, conveys necessary operational information to the collective.
- **** Steering:** One person from each of these following committees: maintenance, orgi spec, menu, outreach, start up, ordering, human relations, bookie, consultant. Steering provides operational guidance and planning; setting the agenda for the weekly all-staff meeting.

This page is where you can develop the **EXPRESS YOURSELF** portion of the application:

Do what you will with the space below, write, draw, attach something, whatever fits your fancy.

If you want your **EXPRESS YOURSELF** returned, please tell us.