

Information Pack for Post of Co-op Member

A brief history of our business

Today the Eighth Day is a vibrant forward thinking workers co-operative our origins began in 1970 as a craft exchange and alternative centre, situated above a boutique in New Brown Street - long since vanished under the Arndale Centre.

In 1971 we opened here at 111 Oxford Road changing from a clothes shop to a wholefood shop with an upstairs clothes shop. As the interests of the workers in a vegetarian, wholefood diet grew, a corner of the shop became a vegetarian cafe. In the early 1980's the co-operative bought the whole building and the cafe moved next door into 109, and in 1994 into 107 as well. We were then 107,109 and 111 Oxford Road.

In 2001 we demolished the old building and moved into our new building in 2003 and have developed our business into the thriving vegetarian shop and café that exists today.

Statement of Purpose

On the Eighth Day Co-operative exists to encourage the optimum health of its customers and staff by providing quality vegetarian food and advice, whilst maintaining a caring, sustainable, democratic and ethical business environment for its workers.'

Health of customers & staff – The Eighth Day aims to provide an environment where health care advice and nutritious food can be obtained. This enables staff and the community/ customers to maintain a healthy lifestyle.

Caring – To run a successful business in order to offer secure employment to all staff, enable members to play a part in making decisions that affect them and create empowerment to drive the business forward. The Eighth Day aims to support the wider community by working with charities, food banks & social enterprises.

Sustainability – Reuse, recycle and reduce. We try to tread as lightly as we can and purchase goods and services in the most fair and sustainable way possible. Our aim is to trade with independent producers and manufacturers, with preference given to local, independent, organic producers and other workers' Co-ops. Our business uses compostable and recycled products where possible.

Democratic-The Eighth Day is owned and democratically managed by its members. Each member of the co-op has one vote per proposal which they can use at co-op and departmental meetings to make decisions, this means each member has an equal right and opportunity to discuss ideas, vote on them and influence the direction of the business. All our non-members are paid above the living wage; receive generous discounts, company pension, paid breaks & meals on shift.

Ethical – We support Fairtrade and fair trading, because we believe that it helps farmers, growers and producers in developing countries to get a fair deal. We have a positive commitment to the promotion of equal opportunities and do not tolerate any form of discrimination of staff or customers. This is in line with the Equality Act 2010 and protected by law.

Person Specification

Within Eighth Day all the members are shop or café workers but every member is also part of a co-op team. These teams are Treasury, Secretary, Human Resources, Environmental, Maintenance, Marketing, Health & Safety, Security and IT. All members must meet the criteria below to be considered.

The person specification is a central part of the application process. Therefore, please ensure you read through the points below carefully. When answering, be sure to include all relevant skills and experiences from your life, these can include paid work, qualifications, hobbies, voluntary work and things that you are passionate about.

- Actively seek out responsibility. The ability to promote worker self-management, clear communication & co-operative principles.
- To be capable of continuously representing the business in a professional manner as part of the 'face' of The Eighth Day.
- Focus, attention to detail and innovation in your department and across the Co-op in order to develop the business, keep it moving forward and increase turnover.
- Personable, confident nature, especially in dealing with the public.
- Reliable, honest and ethical.
- Show understanding of, and commitment to, Eighth Day's statement of purpose.
- Work within the agreed rules and guidelines of the Co-op and department.
- To be visionary, flexible and show initiative in all aspects of your work.
- To lead by example and carry out tasks promptly within an agreed timeframe.

Job Description

1. Representing the business in a professional manner at all times as part of the 'face' of Eighth Day
2. Overseeing the efficient day to day running of the Shop
3. Actively managing non-member staff within the Shop department
4. Setting up the counter and generally readying the shop for the day's business
5. Opening up and cashing up
6. Greeting and serving customers.
7. Working with and advising customers in the body/nutrition section(where applicable)
8. Promoting Special Events and Promotions with effective Point of Sale and Merchandising.
9. Knowledge of Publisher and good computer skills would be advantageous.
10. Working collectively as part of the Shop department.
11. Contributing to the development of the Shop and increasing turnover.
12. Working within the Eighth Day hygiene and health and safety policies and actively aiding others to do likewise.
13. Checking deliveries and keeping proper records and helping to unload and bring in deliveries. These can be heavy and involve a lot of lifting.

14. Managing and participating in daily/weekly house keeping duties and keeping proper records.
15. Helping to maintain the security of the Shop.
16. Making active contributions to collective management functions and processes including; General Meetings, Co-op Meetings and discussion groups.
17. Carrying out any responsibility or task undertaken as promptly, efficiently and professionally as possible.
18. Promoting worker self-management and co-operative principles.
19. Communicating openly and honestly with other members.
20. Reading and listening to communications from other members.
21. Working within the agreed rules and guidelines for the co-op and department.

The contract for this position is a 'fixed term contract' for six months. During your probationary period you will be supervised by the Shop co-op members. After this period the contract will either be amended to a permanent one with membership of the co-operative or will not be renewed. **If you become a member we expect a commitment of a minimum of 2 years, for 3 or more days per week.**

A Day in the Life of some of our members.

Arrive at 8.30

Help get the shop ready for opening .

Brief meeting with my nutrition colleague regarding new products, special offers, merchandising and labelling in the medicines section.

Meeting with various representatives from supplement companies, I am one of the medicines buyers for the business so I need to look at new products and deals for winter health.

15 minute Break

HR meeting with 2 colleagues on new member to worker development, I am also a part of the HR department and involved in hiring new members and managing personnel issues.

Back in the medicines section answering customer health queries advising on diets and supplements, a major part of my job in our busy health section.

1 hour lunch a walk to Central Reference library is good escape.

In the office typing up notes from this morning's HR meeting and working on rotas for the next month, I do the shop rota as part of my HR role.

Onto the shop floor for the last couple of hours putting out stock in the medicines section and helping my customers find what they need to keep them healthy and happy.

Arrive at 8.45

Make coffee for all – it's a Friday perk

Have a briefing with my colleagues and the appointed managers for the day

Friday is my office day so straight in there to check my emails

Then start building orders – I am responsible for ordering and liaising with over 30 local suppliers and artisan food makers as well as craft beer and organic wine. This morning I also have a meeting with a potential new supplier – so we discuss terms and book in a demonstration to launch the product.

I am also on the merchandising team so I finish the morning filling and labelling a new promotional gondola at the front of the shop.

Lunch for an hour downstairs in the café

I am on the team of four members who are implementing a re-design of the café and shop front, so I have a quick catch up with one of them to discuss paint!

Then I make some phone calls with my Human Resources hat on.

Next week is National Chocolate week so I check that the four demonstrations that I have booked in on our tasting table are in place and that we have extra supplies of stock – we don't want to run out of chocolate! I also make all the posters and price labels for it and check with suppliers for social media links.

Quick break for 15 minutes

Then out on to the shop floor to fill up stock on my wine and beer section – it's a good opportunity to approach customers and offer advice and recommendations.

Lastly I help with the close down and cleaning up of the shop and then cashing up and home.