

## **MEMBER JOB DESCRIPTION**

**[Name of co-operative]**

### **Function**

To collectively manage and develop the business of [name of co-operative] in order to fulfil the mission statement and current business plan

### **Tasks**

1. To make active contributions to collective management functions and processes including: General Meetings, Management Committee and discussion groups, working groups, departmental meetings etc.
2. To seek and undertake training and personal development in order to be a more effective member and collective manager
3. To seek and accept responsibility within the co-operative.
4. To promote worker self management (and co-operative principles).
5. To communicate openly and honestly with other members.
6. To heed, read and listen to communications from other members.
7. To work collectively for the good of the collective, not for self interest.

The lists below are a comprehensive list of requirements and skills. In the selection process we ask for evidence of each and score for each and consider the total.

THEY ARE NOT ALL ESSENTIAL!!! and some have to be learned here at [name of co-operative] during training. The long list enables people with different experiences to score.

### **JOB REQUIREMENTS**

- Knowledge of [name of co-operative] systems and departments and working methods
- Proven good productivity
- Proven accuracy and attention to detail
- Co-operative skills
- Team working and collective leadership
- Problem solving
- Systems management (able to analyse and change a work routine or system)
- Flexible working arrangements (times, tasks, locations)
- Customer service/ working with the public
- Ability to co-ordinate
- Computer/ keyboard able
- Driving licence
- Telephone skills
- Time management
- HGV licence

### **PERSONAL REQUIREMENTS**

- Numerate (from test results or evidence)
- Literate (from test results or evidence)
- Communication skills (verbal, written, other) (ability to communicate with others and

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to understand communication from others)

- Proven ability to learn new skills both physical and mental
- Imaginative/ Creative
- Assertive
- Reliable
- Able to keep working in situations of high demands and stress
- Equal rights aware
- Honesty and ethical behaviour
- Commitment to co-operative working and worker self-management

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Physical fitness (good back etc - essential for certain jobs, not for others)

Willingness to accept responsibility

Able to work collectively with different people

Open to change/ flexible/ adaptable

Self- motivation

and

Knowledge of:

wholefoods/healthfood

co-operatives

environmental issues

retailing

warehousing/order picking/transport

sales and marketing

people management

buying/product development

running own business

business administration

accounts and finance

business planning

computers in business

**COMMITTMENT**

Minimum of 2 years, preferably 4 years.....for 3 or more days per week

**COORDINATOR**

Personnel department for trial period until granted membership