

**VILLAGE GARDENS/JANUS YOUTH PROGRAMS  
POSITION ANNOUNCEMENT – PLEASE POST**



POSITION TITLE:	Assistant Manager
PROGRAM:	Village Market
OPENING DATE:	March 6, 2018
CLOSING DATE:	March 19, 2018
HOURS/WEEK:	40 hours per week
STATUS:	Full-time/Non-Exempt

Village Gardens, a program of Janus Youth Programs, supports people living in Oregon's largest affordable housing neighborhoods to grow their own food, gain employment through locally created food projects and have access to a community-run grocery store, Village Market.

Village Market is a community-designed and operated, healthy corner grocery store in the heart of New Columbia in North Portland. As part of the Village Gardens program, Village Market builds community, promotes health, offers fresh, healthy, sustainably raised foods, and inspires a sense of hope for the neighborhood. For more information about the market, please visit

<http://www.villagegardens.org/village-market>.

**About the Position**

The Assistant Manager will provide leadership for the operations and staffing of the Village Market. This will include providing direct supervision of store operations 3 days of the week opening and closing the Village Market. The position will focus on managing the training, scheduling, and development of the Village Market staff team and providing leadership for the maintenance and safety of the store facility. This will include creating weekly staff schedules, leading volunteer placement, working with workforce development partners to host interns, and scheduling ongoing maintenance for store equipment. The Assistant Manager will also work with the store management team to provide overall leadership of the Village Market store.

The Assistant Manager is responsible for treating all staff, volunteers, and customers with respect regardless of their race/ethnicity, gender, sexual orientation, veteran status, disability status, religion, socio-economic status, or other aspects of identity or culture.

Village Gardens is an equal opportunity employer. People of color and people with lived experience of poverty and hunger, and especially folks from North Portland are strongly encouraged to apply.

**Compensation**

\$15.00 per hour. Janus offers an excellent benefits program including medical, dental, life & long-term disability insurance; EAP; 401(k) and paid time off (varied eligibility waiting periods apply). Voluntary optional coverages are also available.

**Schedule**

Assistant Manager will be scheduled 40 hours per week during Village Market open hours:

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- Monday - Friday 8:00-9:00
- Saturday - 9:00-9:00
- Sunday - 11:00-9:00

This schedule may be adjusted according to the needs of the program.

## **Job Duties and Responsibilities**

### Staffing and Volunteers

- Develops strong relationships with staff, volunteers and workforce partners.
- Promotes a collaborative team environment through recognition, leading by example and working alongside staff. Demonstrates approachability and fosters open communication. Creates an environment where staff are invested and encouraged to contribute ideas. Demonstrates a pro-active approach in resolving staff issues and conflicts.
- Provides supervision and on the job training to staff, volunteers, and workforce partners.
- Develops volunteer programs and relationships with workforce partners to place volunteers/interns into staffing roles at the Village Market.
- Prepares weekly schedules, coverage plans, and maintains active call list for sub worker pool.

### Store Maintenance and Safety

- Creates and maintains a welcoming, clean, supportive and safe environment.
- Implements and monitors safety practices and participates in agency safety programs.
- Provides leadership for trouble shooting facilities issues, scheduling maintenance, and supporting a safe workplace.

### Supports Overall Store Operations

- Focuses on customers. Checking out customers is a priority over all other Store Clerk duties.
- Prioritizes fresh perishable product care and merchandising.
- Builds displays and arranges department products to make attractive presentations, highlighting featured/unique/seasonal items.
- Monitors inventory and sales trends of grocery departments.
- Orders and stocks products.

## **Required Skills, Abilities, and Experiences**

### Experience with the Community Village Market Serves

- Lived experience as, or experience working alongside and building relationship with, people of color and immigrants and refugees who experience poverty or hunger.
- Ability to understand, appreciate, and discuss the roles of race, gender, class, sexual orientation, religion, nationality, citizen status, and other identities.

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- Ability to be self-aware of one's own identity and its impact on group dynamics.

## Education and Work Experience

- Experience working in a grocery store or food service establishment.
- Experience providing staff and/or volunteer supervision.
- Basic computer skills. Experience with Microsoft Excel and inventory systems is preferred.
- Basic math skills.

## Communication and Leadership Skills

- Ability to communicate effectively with vendors, customers, community partners, staff, and volunteers. Multilingual skills preferred.
- Ability to effectively give and receive feedback.
- Skill at resolving conflict.

## Certifications and Training (may be obtained within 6 months of hire date)

- Driving is not required. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Reporting Training within the first 30 days of employment and annually thereafter.
- Must pass criminal history background check.
- Must have (or obtain after hire) and be able to maintain a valid food handlers certificate.
- First-Aid/CPR certification (have or obtain after hire)
- Serve Safe Certification (have or obtain after hire)

## Working Conditions

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve time in excess of routine schedule and/or overtime, including evening and/or weekend hours *and/or* holidays.
- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).

## Application Process Timeline

Applications will be accepted until 5:00pm on March 19.

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Applicants selected for the interview process will be contacted by phone by March 20th.  
Interviews will be conducted between March 21st and March 27th.

### How to Apply

To apply for this job please complete **BOTH** of the following two documents:

1. Please provide a resume **OR** complete the following questions on a separate sheet (please limit to two pages).
  - a) What is your name?
  - b) What position are you applying for?
  - c) What is your e-mail address and phone number?
  - d) Please share any relevant work, volunteer, or education experience that you have that prepares you for this position.
  - e) Are you fluent in any languages besides English? If so, how do you use those languages in your daily life?
  - f) Please describe any other skills that you have that you think would be helpful if you were hired for this position.
  
2. For a cover letter, please tell us why you are interested in this position with Village Gardens and answer at least 3 of the following questions on a separate sheet (please limit to two pages).
  - a) What experiences do you have managing people or working with food?
  - b) What experiences, if any, do you have with poverty or hunger?
  - c) What experiences from your past would inspire you to work in a community setting with diverse races, classes, genders, nationalities, citizenship statuses, and sexual orientations? What would those experiences inspire you to do as a manager of a community led grocery store?
  - d) What experience, if any, do you have in North Portland, and especially in New Columbia?
  - e) Tell us about an experience where you developed a new understanding of race, gender, class, sexual orientation, religion, nationality, citizen status, or another identity. How will you use your knowledge in this position?

We prioritize hiring members of the communities we work with and understand that sometimes interested individuals may not believe that they meet the qualifications for a position. If this is the case for you or someone that you want to connect with the position, please don't hesitate to contact Kris Soebroto via email ([ksoebroto@janusyouth.org](mailto:ksoebroto@janusyouth.org)) and ask questions before you apply.

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**Please send resume and cover letter to the Program Director, Kris Soebroto, at:**

**Email:**

[ksoebroto@janusyouth.org](mailto:ksoebroto@janusyouth.org)

**Mail:**

Kris Soebroto  
C/O Janus Youth Programs  
707 NE Couch St.  
Portland, OR 97232

**In person at our office in**

**New Columbia at:**

4625 N Trenton St.  
Portland, OR 97203