



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Market Lead
PROGRAM:	Village Gardens
OPENING DATE:	May 7, 2018
CLOSING DATE:	When Filled
HOURS/WEEK:	20
STATUS:	Regular, Non-Exempt

SCHEDULE: 20 hrs per week to be determined. The schedule may be adjusted according to the needs of the program

WAGE/BENEFITS: \$13.00 per hour. May be eligible for pro-rated benefits. 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.

TO APPLY: Submit a resume and cover letter to Ryan Schoonover, c/o 707 NE Couch St, Portland, OR 97232, or by e-mail to rschoonover@janusyouth.org.

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, www.janusyouth.org!

SUMMARY: Village Market is a non-profit, community-designed and operated, healthy corner grocery store in the heart of New Columbia in North Portland. Village Market strives to build community, promote health, offer fresh and healthy produce, grocery and prepared food items. Village Market is an exciting opportunity to work for a growing business in the dynamic North Portland community.

The Lead position leads efforts to ensure Village Market customers have an exceptional experience by making sure they are treated to excellent customer service in a store that is clean and well stocked. The Lead position focuses on setting the pace and tone for the day by role modeling positive energetic leadership, supporting and coaching Grocery Clerks to complete daily operations tasks, and leading the open, operation, and close of the Village Market store.

This Lead position will perform the full range of duties at the Village Market including: excellent customer service; accurate cash handling; efficient inventory maintenance; safe food preparation; and maintain a clean, organized and positive work environment. The Lead is also expected to provide basic training and supervision of volunteers and interns in the store.

Village Market is open 7:00 a.m. – 9:00 p.m., seven days a week. Staffing schedules vary each week but are posted in advance.

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Experience in a fast-paced retail or food service environment demonstrating attention to details and delivery of excellent customer service.
- Experience demonstrating an understanding of the cultural traditions, norms and histories of low-income, urban African American, Latino, and African Immigrant communities sufficient to build effective relationships. Personal life experience will be valued.

REQUIRED ABILITIES:

- Values working in a multicultural/diverse environment
- Ability to work in a fast-paced environment in an efficient and organized manner, attend to details, and meet deadlines.
- Excellent customer service skills, including friendliness, helpfulness and patience.
- Ability to communicate effectively with a wide range of individuals (co-workers, customers, community members, funding representatives, management).
- Ability to follow directions and incorporate feedback from supervisor.
- Ability to exercise tact, discretion and judgment in the workplace.
- Capacity to provide basic training and supervision to interns and volunteers in the workplace.
- Ability to work effectively as part of a team and foster cooperation of team members.
- Maintain appropriate professional boundaries and confidentiality in the workplace.
- Willingness to continuously learn with the support of all staff.
- Basic math skills, including the ability to count money and make correct change.
- Experience with computers or modern cash registers.
- Manual/physical dexterity allowing for performance of routine office functions such as phone use, computer use, filing, and copying.
- Manual/physical capability to lift items overhead (stock shelves), bend, stoop, kneel, reach, and lift in order to perform functions considered routine if working within a grocery store environment.
- Ability to work in a fast-paced manner while maintaining accuracy and efficiency.

OTHER REQUIREMENTS:

- Driving is preferred but 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 Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.
- Food Handler's Certification

WORKING CONDITIONS:

- May involve time in excess of routine schedule and/or overtime, including evening/**overnight** 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.).

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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We appreciate your interest in working with our agency. You currently do not meet the requirements needed for this position but we encourage you to visit our employment page to view other available positions that you might be interested in.

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