

# APPLICATION FOR SEASONAL EMPLOYMENT TODAY'S DATE \_\_\_\_\_

In the summer we are open from 8 a.m. to 8 p.m. seven days a week. Full and part time employees work a variety of shifts. We can work around your school schedule, and we try to accommodate occasional schedule requests. Full timers work 6 days per week. New employees (this means YOU) are expected to be available to work ALL weekends and holidays. Job lasts through December 24<sup>th</sup>, then resumes March 1<sup>st</sup>.

NAME \_\_\_\_\_ SOC. SECURITY# \_\_\_\_\_

ADDRESS \_\_\_\_\_

PERMANENT(Parents')ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE (cell) #2 \_\_\_\_\_

e-mail \_\_\_\_\_

ARE YOU PRESENTLY EMPLOYED? \_\_\_\_\_ IF SO, WHERE & hrs./wk.? \_\_\_\_\_

ATTENDING SCHOOL? \_\_\_\_\_ MAJOR \_\_\_\_\_ THIS SEM.HOURS: \_\_\_\_\_

WILL YOU BE IN HERE IN SUMMER? \_\_\_\_\_ SUMMER SCHOOL? \_\_\_\_\_ HOW MANY CLASSES? \_\_\_\_\_

HRS. per WK. YOU WANT TO WORK \_\_\_\_\_ When could you start? \_\_\_\_\_

HOW LONG DO YOU ANTICIPATE BEING EMPLOYED HERE? \_\_\_\_\_

HOURS YOU ARE AVAILABLE TO WORK BETWEEN 8am & 9pm: (Example: MON 3 TO 9 TUES none... )

MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN \_\_\_\_\_

(WEEKEND REQUIRED!)

DATES YOU CAN'T WORK and REASON--(ex. wedding, ballgame, trip, or family reunion you must attend): List NOW or forever hold your peace!

EMPLOYMENT HISTORY: 3 or more, please.

00/00/0000 thru 00/00/0000	Employer name and location ex (Wendy's, 300 N 3 <sup>rd</sup> , Manhattan)	supervisor name and phone number	your duties	reason for leaving
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OTHER EXPERIENCES, SKILLS, TALENTS THAT HAVE PREPARED ME FOR THIS JOB: (Ex. Computer skills, art talent, weightlifting, marketing training, 4-H experience, teaching experience)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you find out about this job offering? \_\_\_\_\_

Do you know anyone who has worked at the markets? \_\_\_\_\_ If so, who? \_\_\_\_\_

*Please list personal references at the bottom of the back of this page!*

Position: Marketer

Primary Duties:

55% of the time----SALES (1st priority)

- 1. Greeting all customers with a friendly “Hello, is there something I can help you find?”
- 2. Cash register operation: Requires accuracy, general math skills, and quickness.
- 3. People skills--MOST IMPORTANT JOB! Getting people hooked on shopping at our markets involves answering plant questions, sampling out produce, and in general simply sharing a GENUINE enthusiasm for plants and produce. An employee needs to gain a familiarity with all products offered in order to find what the customer wants and sell it.
- 4. Carry out for customers: Routine cheerful handling of boxes and bags averaging about 25 to 30 lbs.
- 5. Answering phones. Quick, friendly, and efficient handling of incoming calls while at the check-out counter while keeping attention focused on customers at the counter.

25% of the time--STOCKING (2nd priority)

- 1. Unloading trucks, lifting 30-50 lb. packages and moving them into the cooler either by hand or with the use of a dolly. This MAY involve exposure to cold, hot, or rainy weather. Rearranging the cooler to accommodate the new shipment.
- 2. Stocking items from the cooler or back room onto the displays. Removing the old, stocking the new, replacing the old. (We call this “rotating”) Recognizing rotten produce or candidates for reduced prices to keep displays attractive and keep them MOVING. (We call this “culling”)
- 3. Preparing items for display. Working quickly and efficiently between customers at the work counter in the cash register area such as cleaning corn, boxing strawberries, and trimming lettuce or other produce--while still giving customers FULL attention.
- 4. Display--after becoming familiar with the criteria for building attractive displays, using creativity to make new displays to move specials and accommodate new shipments.
- 5. Sorting--when decay of melons, tomatoes, or other fruits & vegetables occurs, it is sometimes necessary to cull through a shipment to reduce the amount of loss. We call this “running” a product. Positive attitude a MUST. (Not fun for the squeamish.)

20% of the time--CLEANING (3rd priority)

- 1. Sweeping floors, trash removal, and wiping counters in display and cash register area several times daily as needed.
- 2. Mopping floor (daily), sweeping sidewalks, parking lots, and raking gravel in outdoor display areas as needed.
- 3. Cleaning bathrooms, coolers, storage areas, and equipment as needed.

**ACCOUNTABILITY:** Who is my boss?

The hierarchy levels at Eastside & Westside Markets are as follows: 1. Owner 2. Managers (one at each store) 3. Long time experienced employees 4. New employee (until the person has worked one full season).

**TERM OF EMPLOYMENT:** We are open for business from March 1st through Dec. 31st. Managers work year-round. Most employees work from mid-March through Dec. 24th. Previous employees are the first hired back each spring. Students’ schedules are accommodated as much as possible to allow for classes and study.

**JOB REQUIREMENTS:**

--physical ability to routinely move 25-30 lb. packages from place to place

--communication skill. Cheerful, outgoing, and helpful.

--willingness to work ALL weekends (both days) and holidays. (That’s when the most people shop, so that’s when we need to be there.)

--desire and health to work in all weather conditions.

--willingness to break fingernails, get dirty, accidentally stick your thumb in a rotten tomato--and keep smiling.

--previous cash register experience and knowledge of foods and plants preferred, but we can train if needed.

**WARNING:** Persons who suffer from hay fever may find working in our markets undesirable. In the past, even those who said that they would have no problem because medication controlled their condition found that the markets offered so many unusual plants and produce that the medications did not control their hay fever. Melon loads come in packed in hay or other forage materials and ALL employees are expected to help unload.

**Personal references: (Name, phone number, and the nature of your relationship with the person):**

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