

Guides for Individual Active Roles – September 2018

CASHIER TEAM:

To process sales and assist shoppers and new members with using the co-op.

Each cashier is rostered on their nominated day once every 4-6 weeks

Sunday cashiers – one skilled person essential each week – plus one other support person

Tuesday cashiers - currently work in conjunction with Deva or Jill

Needed: 2-3 cashiers/assistants for Tuesdays 2-5pm and Sunday 9.30-12am

- Roster to be set 3 months in advance by the Roster Manager and reminders sent to cashiers
- Communication between ALL cashiers, the Roster Manager and Co-op Co-ordinator work best when emailing 'reply all' to the full contact list of cashiers. **This is essential for keeping track of roster changes and our record keeping and reports.**
- The Community House require **cashiers to complete a police check** (or provide a current one): forms are provided and paid for by the House.
- New members who wish to do cashier shifts must familiarise themselves with our Point of Sale system by observing at least 2 shifts, either with Jill/Deva on Tuesday or an experienced Sunday cashier, before committing to the role OR act as an assistant while learning the POS skills
- Cashiers must arrange substitutes if unable to do their shift, to ensure the co-op opens
- When working in the co-op and it is not busy, always be aware of other tasks that can be done to help.
- Cash box and Computer are to be collected from the Community House by 3pm on the Friday before a Sunday shift and returned by 9.30 the following Monday.

CONTACTS Jill Vaughan – co-op co-ordinator 0439411440

Deva O'Wheel – assistant 0402228321

Sabrina Sequira – roster manager ROSTER ISSUES ONLY 0400830253

Nat Siggins - Community House Manager - EMERGENCY ONLY 0438651155

SHOP/STOCK HELP TEAM:

Needed: volunteer to research & update stock provenance and refine our labels

- Familiarise yourself with the co-op store, stock and holdings and ensure labels are correct, supplies are topped up, bins and utensils are clean etc
- Pack pre-packed orders as required
- Assist with periodic stocktake to crosscheck prices and quantities with POS
- Extra tasks as required eg: grinding almonds
- Print copies for shop display and handouts

BOTTLING AND STERILIZING TEAM:

Needed: volunteers to wash and sterilize jars, and bottle honey, tahini, maple syrup etc

- Be available to work in the Community House kitchen, weighing, bottling and labelling when new stock arrives – usually in teams of 2-3 people
- Collect empty jars left in the co-op and sterilized ready for bottling
- Both these tasks require booking a time to use the Com Houses kitchen

FOOD/NUTRITION/PROMOTION & RESEARCH TEAM:

Needed: - volunteers to research info on our current stock and for new and better products and suppliers

- Compile recipes and nutritional information based on our products
- Keep a file of recipes and nutritional info sheets for the co-op store and for members and share with current Website/Facebook Manager
- Write and print info to be displayed on bins, in flyers and on facebook/website
- Expand the stock provenance/origin information to POS & for shelf labelling
- Investigate other suppliers for better prices and quality or for new items/options
- Contribute to cooking for promotions, local events, periodic gatherings

FUNDRAISING/GRANT RESEARCH AND APPLICATION:

Needed: volunteers to research and apply for grants

- Investigate and write applications for grants when needed for significant projects

HANDYPERSON ROLES:

Needed: volunteers to help with structural improvements in the shed and store

- General handy person work about the shed for repairs and building improvements

STEERING COMMITTEE:

New committee members may be called for if places become available or at each AGM

- Meet quarterly to share the management responsibility of the co-op with the co-ordinator, listen to membership input and advise on any actions
- Take on or help allocate tasks arising from discussions
- All meetings open to all members, but only committee members may vote on decisions

GARDENING:

Co-op members may do their active hours with regular tasks in the Okines Community Garden. They receive a 10% discount for this contribution.

- **Fruit Tree Loving**
To help maintain the fruit trees and berries within the Okines Community Garden.
- **Compost Cook**
To help make super food (compost) for the garden, which includes making and turning the gardens compost bays, feeding and harvesting worm farms, and to help maintain and continue working with the school and community to educate all on the benefits of composting food waste and non-twitch garden waste.
- **Chief Waterer**
To maintain a healthy garden all year round (we only work on Mondays and Thursday arvos) we need help to water the garden. Days we need chief waterers for are Tuesdays, Wednesdays, Fridays, Saturdays and Sundays.
- **Master Weeder**
Most valuable job we have, particularly in spring.

For more details, or if you think you'd like to do one or more of these jobs, please contact Claire or Gabe from the garden

Mondays between 9am-4pm or Thursdays 12.30-3pm
or email dig@okinescommunityhouse.com.au