** Substitute Worker**

**Purpose:**

Substitutes support the store by filling in on an as needed basis.

*Substitute workers fill in for regularly scheduled workers on a one-off or semi-permanent basis. Subs should expect to work anywhere from 2-4 days a week--there're always shifts that want filling. While Substitute Staff are not Collective Managers and therefore have no managerial responsibilities, they provide a crucial support to Co-op staff. Cashiering will constitute the lion's share of shifts, but substitutes can be trained to work in every major department. The ability to provide high quality customer service in a variety of capacities is the superpower we're looking for here! Help provide a clean, well stocked store for all members of our diverse N/NE neighborhoods; keep some flexibility to your week...it's a win win!*

**Status (including hours, shifts, review, reporting):**

* Substitutes will have no regular shifts at ACG, but will work on an as needed basis.
* All substitutes will undergo three- and six-month check-ins, and formal reviews annually  from the date of hire.

**Compensation:**

* $12.00/hour starting wage. Raises in accordance with the wage structure.
* 15% Discount on merchandise.
* 25% Discount on all special orders.
* Supplements at cost.

**Duties**:

* Thoroughly read and follow the ACG employee handbook.
* Check email regularly.
* Arrive to scheduled shift on time and prepared to work.
* Provide excellent customer service as a top priority. Provide shoppers with information  about natural foods, cooperative ownership, the cooperative and our mission.
* Complete or oversee the shift responsibilities appropriate to the shift you are covering.
* Operate cash registers and conduct transactions accurately.
* Provide direction to working owners during your shift.
* Help keep the store well-stocked, clean and safe.
* Receive deliveries during shift as needed.
* Answer and direct telephone calls, taking
* Communicate and resolve any question or problems with fellow employees.
* Other duties as assigned.

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