

JOB DESCRIPTION SUMA MEMBER

Nov 95

MembJobDes95/PO94/95/PO

Function

To collectively manage and develop the business of SUMA

in order to fulfil the mission statement and current business plan.

Tasks

1. To make active contributions to collective management functions and processes including; General Meetings, Management Committee and discussion groups, working groups, departmental meetings etc.
2. To seek and undertake training and personal development in order to be a more effective member and collective manager
3. To seek and accept responsibility within the co-operative.
4. To promote worker self management (and co-operative principles).
5. To communicate openly and honestly with other members.
6. To heed, read and listen to communications from other members.
7. To work collectively for the good of the collective, not for self interest.

The lists below are a comprehensive list of requirements and skills.

In the selection process we ask for evidence of each and score for each and consider the total.

THEY ARE NOT ALL ESSENTIAL!!! and some have to be learned here at SUMA during training.

The long list enables people with different experiences to score.

JOB REQUIREMENTS

Knowledge of SUMA systems and departments and working methods

Proven good productivity

Proven accuracy and attention to detail

Co-operative skills

Team working and collective leadership

Problem solving

Systems management (able to analyse and change a work routine or system)

Flexible working arrangements (times, tasks, locations)

Customer service/ working with the public

Ability to co-ordinate

Computer/ keyboard able

Driving licence

Telephone skills

Time management

HGV licence

PERSONAL REQUIREMENTS

Numerate (from test results or evidence)

Literate (from test results or evidence)

Communication skills (verbal, written, other) (ability to communicate with others and to understand communication from others)

Proven ability to learn new skills both physical and mental

Imaginative/ Creative

Assertive

Reliable (absences etc)

Able to keep working in situations of high demands and stress

Equal rights aware

Honesty and ethical behaviour

Commitment to co-operative working and worker self-management

Physical fitness (good back etc - essential for certain jobs, not for others)

Willingness to accept responsibility
Able to work collectively with different people
Open to change/ flexible/ adaptable
Self- motivation
and
Knowledge of:

- wholefoods / healthfood
- co-operatives
- environmental issues
- retailing
- warehousing/order picking/transport
- sales and marketing
- people management
- buying/product development
- running own business
- business administration
- accounts and finance
- business planning
- computers in business

COMMITTMENT

Minimum of 2 years, preferably 4 years.....for 3 or more days per week

COORDINATOR

Personnel department for trial period until granted membership