

# COMMUNITY SERVICES UNLIMITED, INC.

---



PO BOX 62696  
phone/fax: 213-746-1216

LOS ANGELES, CA 90062  
[www.csuinc.org](http://www.csuinc.org)

## **Village Market Place & Soulful Café Sales and General Associate Job Description**

\*Position open till filled

**REPORTS TO:** CSU Executive Director & Village Market Place Food Hub Manager

**PURPOSE OF THE POSITION:** The Village Market Place is hiring to fill multiple positions in the role of VMP Sales and General Associate, at our store, cafe and kitchen to fulfill the duties of delivery driver, cashier, barista, and produce/grocery stocker, and food preparation in our commercial kitchen.

**THE IDEAL CANDIDATE:** Is outgoing and personable and likes engaging with customers and going out of their way to provide exceptional service. Has retail, grocery, food/grocery delivery, and/or restaurant experience, and cares about bringing high quality and healthy food options to South Central Los Angeles. As the VMP businesses grow and more jobs are created, successful hires at this early stage may have the opportunity to progress into different roles.

**SALARY AND BENEFITS:** Part-time and full-time positions are available offering a competitive hourly wage for a small food business based on experience of candidates.

**The VMP Sales and General Associate** will carry out tasks related to operating the VMP Store and Café and related food businesses on a daily basis. Individuals will not only handle specific duties, but also be the face of the business, creating connections with customers and members of the community. Hired individuals must be committed to CSU's mission, to the ongoing success of this social enterprise, and to their own growth as developing leaders and engaged citizens.

### **DUTIES INCLUDE:**

- Take orders, ring up purchases, and process payments using the VMP Point of Sale/Register. This includes weighing and handling food, processing coupons and discounts, packing groceries, and receiving payments.
- Make and serve drinks and/or plate or package and serve food in accordance with VMP training and recipes and practices as laid out in the VMP Handbook.
- Count out register at the end of shift to reconcile receipts, with cash on hand and credit card and EBT records.
- Stock shelves, coolers, bulk bins, produce, and prepared food displays in a neat and attractive manner in compliance with VMP training and practices as laid out in the VMP handbook.
- Pack on-line orders and pre-prepare for delivery or curbside pick-up.
- Deliver grocery orders to customers making online orders.
- Receive and put away orders, do inventory, and sort food for quality control.
- Monitor food dating and rotation to ensure freshness and reduce loss.

---

***SERVING THE PEOPLE BODY AND SOUL!***

- Monitor inventory and inform the manager when items may need to be ordered.
- Participate in food packaging and preparation.
- Clean store/café/kitchen as needed, including wiping down counters and tables, mopping, dusting, sweeping, wiping out coolers, doing dishes, maintain kitchen equipment a high level of cleanliness and ensure compliance with all health codes as per VMP training and handbook.
- Interact with customers in a friendly manner, answer questions and share information that may be of interest about the VMP, CSU, and the food items that are carried in the store and café with enthusiasm.
- Communicate respectfully with customers and deal with any questions or potential issues with grace and empathy and where appropriate enlist the VMP Food Hub Manager or other senior VMP staff's assistance to problem solve potential issues.

#### **SKILLS & QUALIFICATIONS:**

- Some knowledge of the food justice movement and how it connects to the work of CSU and the VMP, and some knowledge of food systems and the differences between corporate farming and family farms, organic farming and fair trade, or an interest in learning.
- Comfort and familiarity with different foods and healthy cooking and/or eagerness to expand knowledge.
- Willingness to be trained, to perform all duties with rigor and diligence.
- Ability to follow recipes with the highest attention to detail.
- Ability to communicate and engage with a wide diversity of customers and not be phased by unexpected questions or situations.
- Organized; consistently follow through on commitment.
- Ability to follow directions and communicate information to others clearly.
- Basic command of computer applications and familiarity using wireless devices, familiarity with excel spreadsheets a plus and/or ability to learn.
- Ability to work as part of a team.
- Bi-lingual Spanish (or willingness to learn) highly preferred.
- Ability to lift at least 50 pounds and move heavy items around store/café/kitchen and in and out of vehicles.
- For those available to serve as delivery drivers: a valid drivers' license, current auto insurance and a reliable vehicle. **\*\* Please indicate if you are interested in being a delivery driver when you apply.**

To Apply: Submit a cover letter and resume to [csu@csuinc.org](mailto:csu@csuinc.org). Submissions reviewed on an on-going basis. No phone calls. Position Open until filled.