

THE CHEESE BOARD COLLECTIVE PIZZERIA HIRING POLICY

Please note that we are not currently actively hiring. We are more than happy to keep your information on file and reach out to you next time we are. This is a copy of our most recent hiring notice. Any information is subject to change, although generally speaking, the information remains consistent.

The Cheese Board Collective is a worker-owned pizzeria, bakery, and cheese shop. To apply, please complete the application found at: <https://cheeseboardcollective.coop/about-us/join-our-collective> If you would like to submit additional materials, such as a cover letter, or have any additional questions please either email us at hiring.cheeseboard@gmail.com or attend one of our open houses. We'd love to see you! We encourage people of color, women, queer, and trans-identified folks to apply. We are striving toward a diverse and supportive community. We do not discriminate in our hiring based on race, gender or sex, religion, size, age, sexual orientation, marital status, national origin, economic background, or educational history. If you submit a completed application and resume, you will receive an email with our decision on whether or not to invite you to an interview.

How do we operate as a worker-owned collective?

Members of the Cheese Board Collective work together in a close-knit environment and are involved in all aspects of operating a business. As owners, members must contribute both on the floor in the kitchen and participate on committees. Examples of committees are maintenance, human resources, hiring, product development, etc. Everyone has the opportunity to learn about all aspects of the business. Additionally, all members are expected to know and perform all tasks on the floor in the kitchen as we operate under a non-hierarchical business model; there are no managers, shift leads, kitchen managers, or set positions. Finally, all workers are required to attend monthly business meetings. Most business decisions are made using a democratic modified consensus process.

What is Candidacy?

Candidacy is what we call the 6-month, intensive training period before you are voted in as a full member and equal owner of the collective! During these 6-months, we are training you on all of our kitchen tasks, register work, and business operations. If you become a candidate, we are invested in your development through membership and will do our best to guide and train you through to the end of your 6 month period. We are looking for dedicated worker-owners interested in kitchen work and collective ownership that want to work somewhere for a number of years. Our longest-standing members have worked with us for 25 years! Most members stay for at least 5 years.

Compensation & Benefits:

- **Wage:** \$28/hour (all members and candidates are paid the same hourly wage)
- **Profit-Sharing:** all members receive a share of the annual profits proportional to hours worked that year
- **PTO:** accrued at a rate of 1 hour per 11 hours worked. (For full-time work, this comes out to about 5 weeks per year). 60 hours may be rolled over annually and PTO may be paid out at any time.
- **401k + 7% matching** (once candidates reach membership after 6mo)
- **Health Insurance Choices** (after 30 days):
 - Kaiser Platinum
 - Kaiser HDHP + \$2000/yr in an HSA
 - PPO
- **Dependent Minor Health Insurance**
- **Dental Insurance** (after 90 days): Cigna

- **Dependent Minor Dental Insurance**
- **Life Insurance**
- **Retirement Program**
- **Vacations / Annual Business Closures:**
 - First week of January
 - 1 Week in August
 - Thanksgiving through the weekend (November 27 - 30, 2025)
- **Cabin:** Collective use of a shared cabin property

Schedule:

Production (Kitchen) Work:

All candidates are hired into either the pizzeria **or** the bakery/cheese shop. All candidates generally work 4, 8-hour shifts. All 8-hour shifts include one 50-minute paid break. Candidates are never expected to work over 40 hours a week and most candidates average 35-38 hours per week. Schedules, once set, do not change week-to-week and will remain consistent for 3 months. After the first 3 months, your weekly schedule will flip, and then remain consistent for the remainder of your 6-month candidacy period.

At the PIZZERIA:

Candidates generally work 4 8-hour shifts with a 50 minute paid break Wednesday-Saturday. Saturdays are mandatory. We have a rotation schedule so that each worker gets a Saturday off approximately every 6-8 weeks.

Shifts begin as early as 6am or as late as 1pm. Candidates are expected to work 2 early morning shifts and 2 closing shifts. This schedule is generally reversed after 3 months. (For example, if you worked 6am on Wednesdays, after 3 months you would work 1pm on Wednesdays). There are occasionally shifts that start at 8am, and other changes to the schedule might be necessary.

Please note that it is essential to have reliable transportation to arrive at work on time.

At the BAKERY:

Candidates generally work 4 8-hour shifts with a 50 minute paid break on a combination of days Tuesday-Friday and Saturday and 1 4-hour shift on Mondays. Saturdays are mandatory. However, we operate on a rotation schedule. Currently, candidates have approximately one Saturday off per month.

Shifts begin as early as 4am or as late as 12pm. Candidates are expected to work 2 early morning shifts and 2 closing shifts. This schedule is generally reversed after 3 months. (For example, if you worked 4am on Wednesdays, after 3 months you would work 12pm on Wednesdays).

Please note that it is essential to have reliable transportation to arrive at work on time.

Non-Production Work (generally on Mondays):

All candidates are required to attend orientation on March 17, 2025. During the candidacy period (March 17 - September 15) you will also be expected to attend workshops on most Mondays that will teach you about our business operations.

Additionally, there are collective-wide monthly meetings every third Monday, and quarterly meetings on the last Monday of the month in January, April, July, and October. Sometimes these meeting dates will be adjusted to accommodate holidays.

Currently many of the monthly, quarterly, and committee meetings take place online using Zoom, but some will be in person, either at our location or at another facility.

What does production work look like?

At the PIZZERIA:

All members and candidates share in all tasks in the kitchen. The pizzeria rotates in teams weekly through stations:

- Customer Service / Working the Register
- Serving pizza
- Cutting pizza
- Baking pizza
- Building and Spinning pizzas
- Rolling dough
- Ingredient prep
- Dishes and clean up
- Taking out trash and cleaning restrooms
- Shredding cheese

At the BAKERY:

All members and candidates share in all tasks in the kitchen during the day. These may include but are not limited to:

- Customer Service / Working the register
- Making and serving coffee drinks
- Rolling breads
- Making and portioning muffins, scones, etc.
- Cutting and wrapping cheese
- Selling cheese
- Making dough
- Baking products
- Ingredient prep
- Packaging products
- Dishes and clean up

Work Expectations and Requirements:

Communication Skills:

- Must be able to read, write, and speak English. We encourage multi-linguists to apply
- Must be able to demonstrate professionalism and communicate effectively
- Must have great customer service skills

General Responsibilities

- Must be able to work on your feet 8 hours a day
- Be able to lift 50lbs (with reasonable accommodation, if required)
- Willingness to learn new tasks
- Ability to multitask, self-direct, and prioritize duties
- Punctuality is essential
- Must be able to taste our products including **cheese and wheat**
- Food handling experience is preferred, but not required

Availability

- At the bakery: must be able to work shifts that begin at 4am or end at 8pm
- At the pizzeria: must be able to work shifts that start at 6am or end at 9pm
- Availability to work Fridays and Saturdays
- Must be available to work during the holiday season

Ownership and Cooperative Mindfulness

- Enthusiasm for interacting with the public and fellow workers
- Enthusiasm about working in a democratically managed workplace
- Candidates and members are expected to attend all business meetings
- Show grit and determination. Candidacy can be challenging and there is a lot to learn and do in order to be successful. Members will be working with you to ensure your success.
- Able and willing to “go the extra mile.” Cooperatives succeed as members step between roles of workers and owners. Members must take care of themselves, each other, and the business.
- Ability to see the big picture