

The **Community Business Directory** aims to provide educators and service providers with a comprehensive resource to match students with businesses well-suited to their skill sets, needs, and interests.

SAMPLE

I. Business Information

Business Name	GreenGrocer Market
Industry/ Type	Retail (Grocery Store)
Hours of Operation	Monday – Saturday: 7:00 AM – 9:00 PM, Sunday: 8:00 AM – 6:00 PM
Primary Contact	Sarah Williams, Human Resources Manager
Contact Information	Email: sarahw@greengrocer.com Phone: (555) 123-4567
Application Process	GreenGrocer Market accepts both online applications through their website and in-person applications. Applicants can also contact HR directly for job inquiries and interview scheduling.

II. Job Roles Available

Standard Roles	<ul style="list-style-type: none"> • Cashier - Operates the register, processes transactions, and provides customer service. • Stock Clerk - Restocks shelves, organizes inventory, and ensures product placement. • Customer Service Associate - Assists customers on the sales floor, answers questions, and helps with returns or exchanges. • Produce Associate - Stocks and organizes fresh produce, maintains product quality, and helps with customer queries. • Janitorial Staff - Responsible for maintaining cleanliness in the store and aisles.
Identified Opportunities	<p>Customized role developed (02/06/23) - Inventory Assistant</p> <ul style="list-style-type: none"> • organizing backroom stock • ensuring items are correctly shelved • monitoring inventory levels.
Job Skills	<p>Hard skills:</p> <ul style="list-style-type: none"> • Cash register operation (for cashiers) • Product stocking and organization • Basic knowledge of produce quality (for produce associates)

	<ul style="list-style-type: none"> • Cleaning and maintaining work areas (for janitorial staff) <p>Soft skills:</p> <ul style="list-style-type: none"> • Customer service and communication (for customer-facing roles) • Teamwork and collaboration (for all roles) • Organizational skills (for stock clerks and inventory assistants) • Reliability and punctuality (for all positions)
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III. Workplace Environment

<p><u>Describe the physical and social work environment.</u></p> <ul style="list-style-type: none"> • GreenGrocer is busy, especially during weekends or holidays, so students may need to adapt to a fast-paced work environment. • Positions like cashier or customer service associate involve frequent customer interaction. These roles require students to be comfortable in social situations. • Stock clerks and inventory assistants work mostly behind the scenes, away from the customer-facing areas. • The job may involve physical tasks such as standing for long periods, lifting boxes or crates (especially for stock clerks), and organizing products on shelves.
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IV. Supports/ Accommodations

<p><u>Describe any supports already offered by the business.</u></p> <ul style="list-style-type: none"> • GreenGrocer offers part-time shifts, including flexible start and end times. • The business has partnered with a local transition program to provide job coaching for new employees.
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V. Company Values/ Culture

Inclusivity	GreenGrocer Market is committed to diversity and inclusion. The company actively hires individuals with various abilities and backgrounds, and they have an inclusive hiring process that ensures all applicants are given equal opportunity.
Overall Experience	<p>Students with disabilities who have worked at GreenGrocer Market have reported positive experiences, especially in customized roles such as inventory assistants or customer greeting positions. The job coaching and flexible hours have made the transition to work easier for students, allowing them to build confidence and independence while learning valuable job skills.</p> <p>The company encourages feedback from students and their job coaches to continually improve the workplace experience and provide more support when needed.</p>