

Tips for Scheduling FTOP Shifts

We've gathered a few TIPS to help members who are scheduling FTOP shifts. You won't be able to do all of these all the time. But following them whenever possible can make the process of scheduling FTOP shifts easier for you and for the Membership Office.

- 1. Sign up in person rather than over the phone. It's faster and more reliable.** You'll be able to see for yourself what shifts are open. Come to the office either before or after a shift and check for openings. If you don't know how to do it yourself, ask in the Membership Office and we'll be happy to show you.
- 2. Check for FTOP openings more than once a week.** This may be especially necessary if your availability is limited. Openings change as people cancel and reschedule – so a shift that is full one day, may have availability the next. Also, the wall charts get updated several times a week. The big update, where we add another week's worth of openings, is available when the Membership Office opens on Monday mornings.
- 3. Be as flexible as possible about the type of work and timing of the work when you schedule shifts.** There are many different kinds of work open to FTOPers, at many different times of the week. The more you can accommodate to the Coop's needs for FTOP workers, the better this system will work for you.
- 4. If you have last minute availability contact the Coop on the day you want to work if nothing is available before that.** Because FTOP workers are allowed to cancel up to 30 minutes before the start of a shift, often shifts that have been "full" for weeks have openings the day they meet.
- 5. FTOP Cashiers who are interested in training new cashiers should contact the Membership Office.** We have an ongoing need for cashier trainers.
- 6. Remember that you can attend two General Meetings per year for workslot credit.** You must sign up for the meetings in advance by adding your name to the sign-up sheet in the entrance lobby. More information is available in the Membership Office and on the Coop website.
- 7. Only sign up for shifts that you know you can attend.** This may not help you directly, but if everyone did this, the entire FTOP system would work more smoothly. Because of last-minute cancellations, we often have openings on the day a shift meets after telling people for weeks that the shift is full. Some of this is unavoidable given the other commitments in people's lives. However, it is frustrating for people who want to work and for everyone in the building when shifts are understaffed.