



Job Description

Job Title: Deli Associate	Date Prepared: July 2021
Location: Allendale, MI	Start Date: September 15, 2021
Supervisor: Deli Manager/Store Manager	

JOB PURPOSE:

Prepare deli foods in the assigned store, maintain deli areas, inventory, and assist in other store operations as necessary.

KNOWLEDGE AND EXPERIENCE:

- High school diploma or GED; candidates with one or more years of relevant experience may be given consideration.
- Basic math skills and the ability to calculate change, weights and inventory levels are required.
- Good interpersonal skills are necessary to maintain positive relationships with customers and work in a team environment.
- Must be able to read and apply instructions, basic recipes, and training materials.
- Must be able to operate microwaves, small ovens, and other kitchen equipment.
- Must be able to complete required training in specified training periods.
- Must successfully complete specialized training on food preparation, handling, and storage.
- Physical Requirements: Must be able to lift up to 50 pounds throughout the assigned shift in order to move, stack, store and handle inventory. Must be able to stand, stoop and bend for extended periods throughout the assigned shift.

MAJOR DUTIES:

Major Duties / Responsibilities	% Of Time
1. Accurately receive and prepare orders for deli foods. Always follow serve-safe and portion control standards. Serve customers in a courteous and pleasant manner.	50%

2. Clean deli areas, including food preparation and storage areas, cooking equipment, floors, refrigerators, freezers, meat cases and other necessary equipment.	20%
3. Maintains inventory data, including checking in new stock, recording inventory usage and any records of spoilage, scrap, or waste.	10%
4. Complete assigned training within specified training periods and maintain serve-safe certification.	10%
5. Assist in maintaining store areas and general inventory as needed. Remove garbage, handle bottle returns, mop floors and complete cash transactions when necessary and as trained.	10%

MATRIX RELATIONSHIPS AND SCOPE:

The incumbent must assist in other store operations as needed and directed by the Store Manager, while meeting objectives and standards established by the Deli Manager.

PRINCIPAL CHALLENGES:

Typical Problems:

Preparing a large number of deli orders accurately and to quality standards during very busy periods at the store.

Most Complex Problems:

Using time wisely to ensure serve-safe standards of cleanliness are maintained while providing good customer service.