



Job Title: Deli Prep/Cook
Department: Deli

Status: non-exempt, level 2
Reports to: Deli Manager

Position purpose and summary: To prep ingredients for use by kitchen production staff as needed. To prep and prepare quality offerings as outlined for weekly production. To assist in various kitchen responsibilities as directed by Deli/Kitchen manager.

Role Qualifications:

Food service experience required

Soup making experience required

Self motivated, responsible, organized and flexible

Efficient knife and cooking skills

Familiarity with natural foods

Ability to complete batch production

Attention to detail

Good communication skills and **English proficiency**

Commitment to following safe food handling guidelines

Ability to remain calm under pressure

Ability to multitask

Knowledge of safe food handling practices

Personal hygiene must conform to health department regulations

Reliable attendance

Ability to follow verbal and non-verbal communication

Responsibilities:

I. Customer Service

- 1. Provide excellent customer service when service counter requires assistance.**
- 2. Offer samples to public on a daily basis as directed by Service Manager.**
3. Assist customers on floor as needed when filling product requisitions or transferring items.
4. Assists with customer complaints, requests and questions as needed.

II. Department Operations Essential Functions

- 1. Assist in putting away deliveries as needed. Ensure that products are inspected for quality and freshness. Communicate credit needs to department manager.**
2. Adhere to advertised menu and ensure all necessary offerings are scheduled for production. Communicate incomplete work to following shifts as needed.
3. Adhere to all departmental recipes and yields. Ensure consistency and integrity of product.

4. Ensure that all changes to recipes (seasonings, alterations, and adaptations) and/or yields are accurately marked and communicated to department manager or kitchen manager.
5. Adjust yields of prepped items as needed to support business flow as directed by Deli manager.
6. Ensure any requisitioned product is obtained and/or sourced in accordance with store product policy guidelines.
7. Ensure that all products and prepped items are accurately labeled and dated.
8. Keep accurate records in regards to in-store transfers and departmental losses.
- 9. Work from production log and maintain communication with Deli manager as needs may change throughout shift. Work on priorities as delegated by Deli manager.**
- 10. Ensure proper product cooling according to health department regulations.**
- 11. Inform Deli manager with all known deli deficits including produce, meats, and dry storage items.**

IV. Department Maintenance

1. Trouble-shoot equipment breakdowns according to guidelines.
2. Follow safety, storage and labeling procedures.
- 3. Ensure equipment needs and repairs are communicated to Deli manager.**
4. Ensure work areas are clean, orderly and efficient throughout entirety of shift.

V. Miscellaneous

1. Performs other tasks assigned by the Deli manager.

Reporting to this position: None

Physical demands and work environment:

Must be able to operate/use kitchen equipment: Knives, griddle, ovens, juicer, robo coupe, scale

Must be able to work long shifts as needed (on occasion, more than 8 hours)

Must be able to work standing up for entire shift

Work environment may be crowded, noisy and hot a majority of the time

Must be able to lift up to 25 lbs regularly

May have to lift 50 lbs or more on occasion

Repetitive hand movements required in the normal course of a shift

General sign-off: The employee is expected to adhere to all company policies.

I have read and understand this job description.

Signature: _____ **date:** _____