



POSITION DESCRIPTION –Deli Clerk

Title:	Deli Clerk	Status:	Non-Exempt/PT or FT
Department:	Food Preparation	Reports to:	Food Prep Manager
Grade:	1	Salary Range:	\$15.00 -\$19.50 Hourly

Summary

The purpose of this position is to assist the department manager in overseeing the Food Preparation Department. The Deli Clerk provides friendly, courteous, and helpful service. Prepares deli food for hot and cold deli cases. May replenish items in coffee and deli case. Washes dishes, pots, and pans. Sweeps and mops floor as needed. Sanitizes food preparation equipment as necessary.

Department Responsibilities

- Assisting customers at the deli counter by recommending to-go products.
- Prepare hot and cold deli food and display in deli cases for sale to customers.
- Receive deliveries following established receiving procedures.
- Maintaining clean and sanitary work areas and displays.
- Taking inventory of products and ensuring food quality and safety.
- Informing customers about specials, promotions, and new items.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- Communication skills: good listening and clear instructions.
- Accuracy, attention to detail, exceptional follow through.
- Ability to interact with customers and co-workers.
- Ability to multi-task and work in a fast-paced environment.
- Food Handler certification preferred.

Education and Experience

- High school diploma or equivalent degree.
- One year of experience as a Deli Clerk or related position preferred.
- Basic math and computation skills.

Work Environment/Physical Demands

The physical requirements described here are those that an employee must meet, with or without reasonable accommodation to perform the essential functions of this job successfully.

- Ability to lift and carry up to 25 pounds frequently.
- Ability to bend, stoop, squat, kneel, climb stairs, and use ladders.
- Ability to use product moving equipment, pallet jack, two-wheelers, and carts.
- Understanding of compliance with health department regulations.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.