



## We have an opening for a full- time: **Kitchen Staff**

Please read the attached job description in its entirety. If you are interested in this position, complete an online application. If you are an in-house staff member, please submit a letter of interest, which should include any relevant experience or skills that are applicable to the position you are applying for, to the Human Resource Department.

### Schedule:

Hours	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
24 hours	6:00 a.m.- 2:00 p.m.	6:00 a.m.- 2:00 p.m.	OFF	OFF	OFF	6:00 a.m.- 2:00 p.m.	OFF
39 hours	OFF	OFF	4:00 p.m.- 10:00 p.m.	2:00 p.m.- 10:15 p.m.	2:00 p.m.- 10:15 p.m.	2:00 p.m.- 10:15 p.m.	2:00 p.m.- 10:15 p.m.

**Note:** There may be times when additional hours or schedule changes are necessary.

Department meetings are announced when scheduled, and dates and times may vary. Department meeting attendance is mandatory.

### Wage:

- Starts at \$17.50 per hour.
- Increases to \$17.85 per hour after six months.
- After six-month increase the following increases occur:

Total number of hours worked

Start	Six- Month	2080	4160	6240	8320	10400	12480	14560
\$17.50	\$17.85	\$18.21	\$18.75	\$19.32	\$19.90	\$20.49	\$21.11	\$21.74

2080 hours worked is equal to one year if you work full time (40 hours per week). Increases after 2080 hours worked occur every 2080 hours worked up to 14560 hours.

### Benefits:

For all regular status employees:

- 20% discount on store purchases.
- Employee Assistance Program
- Paid vacation time, Extended Illness Leave and Bereavement Leave
- 401(k) Retirement Plan
- Holiday Pay

For employees working 20 – 30 hours per week:

All of the benefits above, plus:

- Life Insurance
- Short Term Disability Insurance

For full-time employees working 30 - 40 hours per week:

All of the benefits above, plus:

- Health Insurance
- Dental & Vision Insurance
- Flexible Benefits, Health Savings Account
- Long Term Disability Insurance
- Long Term Care Insurance (*35+ hours per week*)

**Application Deadline:** Open Until Filled

**Questions:** Call Human Resources at 541-3663 ext. 207

**Date Position Posted:** March 6, 2023



## **Kitchen Staff**

Maintains clean and sanitary deli equipment and dishware, accurately and efficiently packages and labels food for retail sale, and prepares fresh, high-quality food in order to accomplish department goals. Assist Deli Orderer with receiving and stocking duties as required.

**Department:** Deli

**Reports to:** Deli Operations Manager

## **Duties & Responsibilities**

**The essential duties and responsibilities of this position include, but are not limited to, the following:**

### **General:**

- Use production log as a guide for packaging and labeling deli items following established procedures.
- Ensure freshness of deli items by rotating, date labeling and keeping batches separate by date.
- Ensure accuracy of labeling by proof reading printed labels.
- Inform Deli Operations Manager or shift lead of any questionable quality of items for packaging.
- Inform Deli Management immediately of any problem with scale or scale network.
- Alert Production Manager or Deli Operations Manager or Culinary Manager when new info. needs to be entered into scale.
- Keep area around scale free of debris, food or liquids that could spill onto scale.
- Work from production schedules to complete food preparation responsibilities.
- Follow established portion control rules.
- Organize packaging and back stock.
- Keep food items, packaging, and dishware on food bars stocked and full at all times as required.
- Offer tastes, samples, and suggestions for purchase and ways to prepare products.
- Report customer suggestions, comments, and complaints to Deli Manager.
- Greet and assist customers in a prompt, friendly, and courteous manner.
- Provide product information to customers and staff.

### **Cleaning and Department Maintenance:**

- Ensure that all dishes, glassware, pots, pans and utensils are thoroughly washed and sanitized according to rules of the MCCHD.
- Maintain kitchen prep areas, salad bar and dining area in sanitary and orderly condition, following guidelines set by Deli Operations Manager and rules of MCCHD.
- Clean permanent kitchen equipment (walk-ins, stoves, mixers, ranges, hoods, etc) as directed by deli management and shift leads. Employees under 18 years old are prohibited from cleaning some kitchen equipment.
- Clean up spills and take out trash as needed.
- Maintain organization and cleanliness of dish room, mop sink, cleaning equipment and chemical storage areas.
- Advise Deli Operations Manager of equipment repair and replacement needs.
- Pull old or low quality items, record and properly dispose of them, following established procedures.
- Follow safety, storage and labeling procedures.
- Participate in periodic inventory counts as needed.
- Keep deli coolers, dry storage and vertical storage in clean, orderly condition when performing receiving and stocking duties, meeting health department guidelines.
- Record department shrink promptly and accurately.
- Remove trash promptly, sweep and mop floor.
- Dust and clean shelves and product when performing stocking duties.
- Maintain department equipment in working order. Monitor cooler, freezer and dish machine temperatures. Alert deli management of temperature discrepancies and follow established procedures for handling breakdowns.
- Follow safe working practices.

### **Stocking:**

- Receive and put away vendor deliveries.
- Pull out of date or low-quality items and follow established procedures for recording and disposing of them.
- Label and rotate items accurately in back stock as required.

**Other Responsibilities:**

- Assist with other food prep as needed.
- Answer and route phone calls and take and route messages.
- Perform other tasks assigned by Production Manager or Deli Operations Manager.
- Attend, and participate in, deli department and storewide meetings.

**Qualification Standards**

<b>Education/ Training:</b>	High School education or GED preferred, but not required.
<b>Experience:</b>	No experience is necessary but experience stocking or working in a commercial kitchen preferred.
<b>Knowledge/Skills:</b>	Ability to operate professional kitchen equipment.
<b>Attendance:</b>	Regular, predictable attendance.
<b>Other:</b>	Adhere to established work and safety procedures. Maintain accurate records. Ability to work closely with others. Manual dexterity with hazardous equipment. Must be 16 years of age or older. Employees under 18 years old may be prohibited from working with some equipment.

**Position Requirements**

<b>Essential Functions/Tasks:</b>	<b>Requirements:</b>
<b>Physical:</b>	
Vision	Ability to read product labels.
Hearing	Hearing required to converse with customers and co-workers.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	Frequent lifting up to 25 pounds, or up to 50 pounds if working a stocking shift.
Stooping	Stoop and maneuver to pick up boxes from shelving and carts.
Squatting	Squat and maneuver to pick up boxes from shelving and carts.
Push/Pull	Carts/racks weighing up to 200 pounds.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Frequent bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate department equipment. Employees under 18 years old may be prohibited from working with some equipment.
Carry Objects	Ability to carry objects weighing up to 25 pounds, or 50 pounds if working a stocking shift.
Sitting	Not Applicable.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing.
Climate	Ability to work in a cold environment (cooler/freezer) and to handle cold food products on a regular basis. When dishwashing, ability to work in warmer temperatures and humid conditions.
<b>Mental &amp; Psychological Demands:</b>	
Comprehension	Understands and retains directions.
Reading/Writing	Basic reading/writing level.
Speaking	Communicate effectively with co-workers and customers.
Decision Making	Use basic problem-solving techniques.
<b>Attention to Task/Detail:</b>	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
<b>Interaction with Others:</b>	
Customer Service	Ability to interact with the public in a positive and friendly manner.
Co-workers	Work cooperatively with co-workers.
General	Maintain composure under all circumstances. Ability to work in shared spaces with coworkers.