



## We have an opening for full- time: **Meat & Seafood 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.
40 hours	OFF	OFF	6:30 a.m.- 2:30 p.m.	6:30 a.m.- 2:30 p.m.	10:00 a.m.- 6:00 p.m.	10:00 a.m.- 6:00 p.m.	10:00 a.m.- 6:00 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 14, 2023



## **Meat & Seafood Staff**

Provide excellent customer service and assist meat department staff in daily production to accomplish department goals. Duties include following food sanitation and organic guidelines, packaging, displaying, stocking, rotating and organizing fresh meat and seafood.

**Department:** Grocery

**Reports to:** Meat & Seafood Manager

## **Duties & Responsibilities**

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

### **General:**

- Greet and assist customers in a prompt, friendly, courteous manner.
- Help customers place special orders. Portion, wrap and label meat and seafood from full service case for customers upon request.
- Report customer suggestions, comments, and complaints to meat department manager.
- Offer suggestions for purchase and ways to prepare products.
- Label items accurately with price tags and vendor identification. Request signage as needed.
- Help ensure organic integrity by following established receiving, storage, prep and display procedures.
- Display meat and seafood to give impression of abundance and quality, while maintaining proper storage conditions.
- Stock and restock all areas of the department on every shift to maintain abundant appearance.
- Assist Meat and Seafood Manager with creating, preparing and displaying value-added products, including sausage.
- Assist with receiving as needed. Check deliveries for damage, quality and accuracy, notify Meat & Seafood Manager of discrepancies. Rotate deliveries into storage and stock all incoming products as necessary.
- Regularly organize and consolidate walk-in freezer back stock.
- Grind meat and fillet fish when necessary to ensure excellent customer service by having products available when items run low or a special request is made.
- Familiarity with all cuts of meats and various seafood products that the store sells.
- Follow department organic standards.
- Participate in periodic inventory counts.

### **Department Maintenance:**

- Keep retail display areas, back-stock, and work area, tools and equipment clean, sanitary and in orderly condition following guidelines of Meat & Seafood Manager, organic procedures and rules of MCCHD. Properly cleans and stores equipment and tools after use.
- Pull out-of-date or low-quality items and leave them for Meat & Seafood Manager to process.
- Sweep and mop floor as needed and take out trash.
- Maintain department equipment in working order. Advise Meat & Seafood Manager of equipment repair or replacement needs.
- Follow safe working practices.

### **Other Responsibilities:**

- Attend and participate in department and storewide meetings.
- Answer and route phone calls, take and route messages.
- Perform other tasks assigned by Meat & Seafood Manager.

(Continued)

## Qualification Standards

<b>Education/ Training:</b>	High School education or GED preferred, but not required.
<b>Experience:</b>	Experience in the production and sale of retail meat or seafood products preferred.
<b>Knowledge/Skills:</b>	Familiarity with all of the various cuts and types of meat and seafood products, in addition to the uses or cooking methods preferred.
<b>Attendance:</b>	Regular, predictable attendance.
<b>Other:</b>	Adhere to established work and safety procedures. Maintain accurate records. Must be 18 years of age or older.

## Position Requirements

<b>Essential Functions/Tasks:</b>	<b>Requirements:</b>
<b>Physical:</b>	
Vision	Ability to read product labels and to distinguish color for quality control.
Hearing	Hearing required to converse with customers and co-workers.
Sense of Smell	Ability to smell for inspecting product, sanitation standards.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	Up to 30 pounds on a regular basis.
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 weighing 50 pounds -150 pounds frequently. Carts weighing 151 pounds -350 pounds rarely.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Occasional bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate department equipment.
Carry Objects	Ability to carry objects weighing up to 50 pounds occasionally.
Sitting	Not Applicable.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing.
Climate	Ability to work in cold environments (cooler, freezer, meat area) and to handle cold products for extended periods of time on a regular basis.
<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.