



We have an opening for a full time: **Kitchen Shift Lead**

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:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
32 hours	OFF	10:00 a.m.- 3:00 p.m.	1:30 p.m.- 10:30 p.m.	OFF	OFF	1:30 p.m.- 10:30 p.m.	1:30 p.m.- 10:30 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 \$21.60 per hour.
- Increases to \$22.03 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
\$21.60	\$22.03	\$22.47	\$23.15	\$23.84	\$24.56	\$25.29	\$26.05	\$26.83

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: April 28, 2023

Deli Kitchen Shift Lead

Through shift supervision, food production and customer service the Deli Kitchen Shift Lead assists Deli Management in daily operations to accomplish department goals.

Department: Deli **Reports to:** Deli Production Manager

Duties & Responsibilities

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

Customer Service

- Amaze our customers with great service every time to generate retention and boost sales.
- Enthusiastically offer tastes samples, suggestions for purchase and ways to prepare products.
- Report customer suggestions, comments, and complaints to Deli Operations Manager.
- Set a positive example of customer service for other deli staff members.
- Take and route catering orders.

General:

- Prepare deli items following prescribed specifications.
- Follow and enforce the correct use of established portion control rules.
- Complete Deli Production Schedule when Deli Production Manager is absent and ensure that all foodservice areas are stocked at the proper times.
- In the absence of Deli Production Manager, coordinate the production of kitchen assignments ensuring that priority items are being prepared first.
- Recommend new recipes to Deli Production Manager.
- Offer tastes, samples, suggestions for purchase and ways to prepare products.
- Ensure freshness of all deli items by rotating, keeping batches separated by date and shrinking product when necessary.

Department Maintenance:

- Make sure old and low quality items are pulled from coolers and retail displays, recorded and properly disposed of following established procedures.
- Maintain kitchen in sanitary & orderly conditions, following guidelines set by Deli Management and rules of the MCCHD.
- Follow and enforce safety, storage and labeling procedures.
- Advise Deli Management of equipment repair and replacement needs.
- Participate in periodic inventory counts.
- Model safe working practices for other staff.
- Monitor food temperatures as required and take corrective action when needed to ensure food safety.
- Dish and pot washing as needed.
- Ensure that trash, recycling and compost are removed promptly.
- Carry out established opening and closing procedures.

Purchasing/Receiving:

- Take inventories and place orders as directed by Deli Management.
- Receive orders as directed according to established procedures .
- Route all invoices to deli buyer for review and recording.
- Inform Deli Buyer of out-of-stocks, quality issues and miss-picks.

Personnel:

- Set example in areas of proper hygiene, appearance, performance standards and behavior.
- Abide by all rules and procedures that department employees are expected to follow. Ensure employees are using all necessary forms and systems properly.
- Give immediate feedback to department employees regarding examples of positive and negative performance. Defer disciplinary action for policy violations to direct supervisor.
- Provide guidance and direction to department employees to ensure productivity and efficiency within the department. Set work priorities and delegate duties for employees.
- Identify and communicate performance/disciplinary problems and positive performance of department employees to direct supervisor on a regular basis.
- Play integral role in the effective training of new hires, and the on-going training of department employees. Assist in the coordination of training.
- Address any training problems that are observed directly with department employees, making sure that procedures are followed correctly and tasks are performed efficiently.
- Set an example in areas of proper safety and address safety violations by department employees.
- Maintain confidentiality regarding personnel matters.

Other Responsibilities:

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

Qualification Standards

Education/ Training:	High School education or GED preferred, but not required.
Experience:	Experience cooking for a deli, restaurant, or catering business. Proven leadership abilities.
Knowledge/Skills:	Working knowledge of and interest in natural, organic, vegetarian and other specialty cuisines. Ability to operate professional kitchen equipment.
Attendance:	Regular, predictable attendance.
Other:	Adhere to established work and safety procedures. Demonstrated ability to follow through on commitments. Maintains accurate records. Ability to work closely with others. Must be 18 years of age or older.

Position Requirements

Essential Functions/Tasks:	Requirements:
Physical:	
Vision	Ability to read product labels and to distinguish color for quality control.
Hearing	Hearing required to converse with customers and co-workers.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	25 lbs. regularly and up to 50 pounds on occasion.
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	Shopping/utility carts weighing up to 350 pounds from 10 feet to 100 feet.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Occasional bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate professional kitchen equipment.
Carry Objects	Ability to carry objects weighing up to 25 pounds.
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.
Mental & Psychological Demands:	
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.
Attention to Task/Detail:	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
Interaction with Others:	
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.
Communication	Ability to give clear instructions. Excellent communication skills. Ability to work in shared spaces with coworkers.