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### JOB DESCRIPTION

**JOB TITLE: Deli Lead**

**REPORTS TO:** COUNTRY MARKET MANAGEMENT

**CLASSIFICATION:** NON-EXEMPT

**PAY RANGE:** GRADE 3

**POST DATE:** 02/14/2018

**CLOSING DATE:** 02/28/2018

**REPOST**

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**SUMMARY/OBJECTIVE:** Deli Lead is responsible for managing department inventory, in-stock position, pricing integrity, merchandising, labor, and other operational processes of the Deli Department to LDF Country Market standards. Deli Lead must follow the sales and production planning standards and will ensure that the deli department achieves the standards of performance as outlined in their work plan.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Supervise associates in various duties such as cooking, serving, packaging, food rotation, hold dates, hold times, sanitation and deep cleans.
- Manage daily activities of associates and inventory to improve sales performance and improve efficiencies.
- Design and implement a PAR inventory system and rotation management.
- Assist in preparation of inventory, labor costs and sales budgets.
- Schedule and assign work for associates on daily basis.
- Assist in hiring of deli department associates.
- Train and follow up with associates on proper ServSafe standards and following health codes
- Ensure associates follow company policies and operational procedures.
- Ensure that products are properly labeled with prices and dates.
- Monitor and maintain stock inventory levels to avoid over and under stock problems.
- Ensure that department is maintained neat, clean and safe.
- Perform other duties as assigned.

**EXPECTATIONS/ABILITIES:**

- Must demonstrate a higher standard of customer service.
- Must demonstrate multi-tasking in a fast pace multi-faceted operation.
- Operate all food preparation machines and equipment.
- Analyze profit and loss statements and recommend improvements to meet department goals.
- Ensure that the deli department is maintained neat, clean, staffed, sanitized and positive service orientated.
- Provide training to staff on sales goals, cost controls, food handling and sanitation.
- Develop sales promotion programs.
- Interact with customers, and respond to queries, while solving problems related to sales and dissatisfied service.



- Receive, unload and stock inventory by following FIFO inventory system.
- Menu planning and ongoing assessment of menus, adjusting choices as needed.

**SUPERVISORY RESPONSIBILITY:** This position has direct supervisory responsibilities of all deli department staff.

**WORK ENVIRONMENT:** This job operates in a fast pace multi-faceted operation environment. This role routinely operates all food preparation machines and equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, talk and hear. This job requires you to be on your feet, bending, walking, using cooking equipment and sanitation products with some light lifting as necessary.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. Occasional evening, weekend and holiday work may be required as job duties demand.

**TRAVEL:** Little to no travel is expected for this position.

**EDUCATION AND EXPERIENCE:** High school diploma or equivalent is required. Two years in a Deli, buffet or short order service capacity with at least 6 months in a supervisory capacity is required. ServSafe Food Protection Manager Certification is required within 30 days of employment.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Country Market expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely

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Last Revised 01/22/2018  
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- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Country Market is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random screening thereafter.

**EEO STATEMENT:** LDF Country Market provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** To apply for this position please submit an application and resume to:

LDF BUSINESS DEVELOPMENT CORP.  
ATTN: HUMAN RESOURCES  
PO Box 155  
LAC DU FLAMBEAU, WI 54538  
866.423.6104 (FAX)  
[HR@LDFBDC.COM](mailto:HR@LDFBDC.COM)