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## JOB DESCRIPTION

**JOB TITLE:** DELI CLERK

**REPORTS TO:** MANAGEMENT/SUPERVISOR

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE:** STARTING WAGE \$10.50/HOUR

**POST DATE:** 5/24/2018

**CLOSING DATE:** OPEN UNTIL FILLED

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**SUMMARY/OBJECTIVE:** The primary responsibility of this position is to prepare hot/cold food and bakery items. Maintain an accurate inventory. Maintain a neat, clean and orderly working area. Provide customer service and handle complaints in a business-like manner.

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

- Provide premier customer service, including greeting them and responding to questions.
- Prepare hot and cold food/bakery items.
- Keep a diverse selection of food/bakery for customer purchases.
- Selecting and packaging products ordered by customers.
- Filling, maintaining and rotating products and displays.
- Prepare special orders and party trays.
- Maintain accurate inventory.
- Merchandising to promote sales.
- Maintain a neat, clean and sanitized working area.
- Slice and serve specialty meats and cheeses.
- Responsible for all equipment maintenance and care.
- Assist in other duties, as assigned.

**EXPECTATIONS/ABILITIES:**

- Must attend all mandatory meetings and participate in trainings.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

**SUPERVISORY RESPONSIBILITY:** This position has no direct supervisory responsibilities.

**WORK ENVIRONMENT:** This job operates in a retail environment. Exposure to cooking equipment, deli/bakery utensils, and serving high volume of customers.

**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 talk and hear. Exposure to hot and cold temperatures to prepare food. Required ability to stand for long periods of time, sitting, walking, bending, reaching, and lifting up to 40 pounds.

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



## COUNTRY MARKET

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. Days and hours of work are seven days a week, 6:00am to 6:30p. Occasional evening, weekend and holiday work may be required as job duties demand.

**TRAVEL:** No travel is expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE:** High school diploma or equivalent is required. Previous experience working in deli/bakery.

**PREFERRED EDUCATION AND EXPERIENCE:** Post-secondary education in related field. Previous food preparation experience.

**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
- 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 testing 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)