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## JOB DESCRIPTION

**JOB TITLE:** DELI CLERK

**REPORTS TO:** DELI MANAGER

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE:** \$13.61/HOUR (GRADE 2)

**POST DATE:**

**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 exceptional customer service by performing the Customer Service Fundamentals (i.e. Fun 5) in all interactions with customers.
- Bake, fry, broast, slice and use variety of kitchen equipment to prepare hot and cold food/bakery items.
- Clean, cut and broast chicken.
- Take and track daily temperatures for all hot food served
- Keep a diverse selection of food/bakery for customer purchases.
- Selecting and packaging products ordered by customers.
- Stocking, facing, and rotating products and displays.
- Receive and prepare special orders and party trays.
- Maintain accurate inventory and notify Deli Lead on the need for any supply or product orders.
- Merchandising to promote sales.
- Maintain a neat, clean, and sanitized working area.
- Slice and serve specialty meats and cheeses.
- Responsible for learning and conducting proper equipment use, cleaning and sanitation, and applicable preventive maintenance.
- Assist in other areas and perform other duties as assigned, including occasional cashier and utility duties such as:
  - Utilize POS system for grocery, gas or other areas as needed.
  - Assisting in receiving product from suppliers and reconciling inventory.
  - Stocking shelves while following proper rotation and merchandising guidelines.
  - Collecting carts and navigate external grounds surrounding building and free of trash and other items dropped in designated areas.

### EXPECTATIONS/ABILITIES:

- Our desired candidate will be dependable, self-motivated, and people-oriented with strong ability to work in a fast-paced environment while maintaining total customer focus.
- Ability to communicate effectively.
- Comply with and consistently execute the Fun 5 when engaging with customers.
- Must be adaptable, with the ability to effectively prioritize responsibilities, adapt to the ever-changing, high-volume retail environment while working as part of a cross-functional team.

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

LDF Ojibwe Market  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.588.3447 Fax: 866.423.6104



**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.

**WORK ENVIRONMENT:** This job operates in a busy retail environment. Exposure to cooking equipment, deli/bakery utensils, and serving high volume of customers. The responsibility of the position is performed within the confines of the business operation with exposure to differentials in temperature. Some extreme temperatures are possible, including helping to maintain the exterior of the building at all times of the year and occasionally working in a refrigerated environment.

**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. This job operates in a busy retail environment. The responsibility of the position is performed within the confines of the business operation with exposure to differentials in temperature.

- Regularly required to talk and hear
- Exposure to hot and cold temperatures
- Exposure to potential hazards exist with respect to cooking procedures and operating work equipment necessary to perform job duties
- Required ability to stand for long periods of time, sitting, walking, bending, crouching, twisting, and reaching
- Perform repetitious arm and hand movements frequently
- Push and pull fully loaded pallet jacks containing product of substantial weight
- Use cleaning chemicals in accordance with manufacture's guidance and instructions
- Ability to lift up to 50 pounds
- Ability to maintain regular, reliable attendance

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position with 40 hours per week expected. Days and hours of work are scheduled seven days a week, 6:00am to 6:30pm. Occasional evening, weekend and holiday work may be required as job duties demand. Must attend all mandatory meetings and participate in trainings.

**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. Must obtain ServSafe Certification within 30 days of employment.

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

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Ojibwe 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 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 considers 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 Ojibwe 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 Ojibwe 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.

**Employee signature indicates the employee's understanding of job requirements, essential functions, and duties of the position.**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOW TO APPLY:** To apply for this position please apply online at [www.ldfbdc.com](http://www.ldfbdc.com)