



JOB DESCRIPTION

JOB TITLE: DELI LEAD

REPORTS TO: DELI MANAGER

CLASSIFICATION: NON-EXEMPT

PAY RANGE: \$14.46 /HOUR (GRADE 3)

POST DATE:

CLOSING DATE: OPEN UNTIL FILLED

SUMMARY/OBJECTIVE: This position will assist the Deli Manager in providing leadership to all deli team members and meeting the goals of the deli department, including sales and labor, the production of prepared food, and team member training.

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

- Assists deli manager in preparation of inventory, rotation management, labor costs, and sales budgets.
- Assists deli manager in menu preparation, including the weekly deli menu, seasonal and holiday menu, and the addition of new recipes.
- Puts Safety First by assisting in department training and follow up with team members on proper ServSafe standards and following health codes.
- Contributes to the department compliance by assisting team members to understand and follow company policies and operational procedures. Assists the Deli Manager by reporting non-compliance.
- Ensures products are properly labeled with prices and dates.
- Follows FIFO (First in, first out) procedures to reduce waste and ensure compliance. Removes and processes out-of-date product immediately ensuring they are not sold.
- Assists deli manager in monitoring and maintaining accurate stock inventory levels to avoid over and under stock problems.
- Prepares special orders and catering requests on a timely basis.
- Unloads and stocks inventory by following FIFO (first in, first out) inventory system.
- Ensures the kitchen, kitchen equipment, and display and storage areas are maintained in a clean and orderly condition, meeting Health Department standards.
 - Follows all health, safety, and sanitation guidelines / regulations and ensures that deli team members follow guidelines
 - Ensures all equipment and utensils are properly cleaned and sanitized
 - Ensures cleanliness and sanitation of sales floor, work area(s), freezer/cooler, equipment, and retail cases
- Operates all food preparation machines and equipment.
- Resolves customer complaints in a professional manner.
- When scheduled, ensures the deli/kitchen is closed according to proper procedure and team member checklists are complete.
- Leads by example by attending department meetings, all-staff meetings, and training as scheduled.
- Performs other tasks assigned by deli manager.

LDF Ojibwe Market
PO Box 155
Lac du Flambeau, WI 54538
Phone: 715.588.3447 Fax: 866.581.0846



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.

EXPECTATIONS/ABILITIES:

- Knowledge of food sales, preparation, and cooking
 - Product variety, bakery/deli standards, perishability, food safety, sanitation, and safety procedures.
- Leads by example by demonstrating a higher standard of customer service.
- Ability to multi-task in a fast pace multi-faceted operation.
- Able to operate all food preparation machines and equipment, including knives, box cutters and pallet jack.
- Analyzes profit and loss statements and activity participates in the results of the department by making recommendations and improvements to meet department goals.
- Takes responsibility in ensuring the deli department is maintained, by providing a neat, clean, well-staffed, sanitized, and positive service atmosphere.
- Assists and recommends sales promotion programs.
- Interacts with customers, and responds to queries, while solving problems related to sales and dissatisfied service.

SUPERVISORY RESPONSIBILITY: Minimal supervision duties are required. When the Deli Manager is absent, the Deli Lead becomes the first point of contact for the Deli department. In the absence of the Deli Manager, it is the Deli Lead's responsibility to successfully direct all activities of the department and employees to achieve sales and profit goals established for the department along with exceeding customer expectations.

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. 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.

- Ability to talk and hear
- Exposure to hot and cold temperatures as expected in a typical retail store environment
- Exposure to potential hazards exist with respect to cooking procedures and operating work equipment necessary to perform job duties
- Required ability to stand and walk for long periods of time and may bend, reach, stoop, twist and turn frequently.
- Perform repetitious arm and hand movements frequently.
- Push and pull fully loaded pallet jacks containing product of up to 50 lbs. unassisted
- Uses FDA approved cleaning chemicals in accordance with manufacture's guidance and instructions
- Ability to lift and/or move up to 30 pounds frequently, and up to 50 pounds occasionally
- Must maintain regular, reliable attendance

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POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position with up to 40 hour per week expected. Days and hours of work are scheduled bi-weekly. Occasional evening, weekend and holiday work may be required based on business needs. Must attend all mandatory meetings and actively participate in trainings.

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

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two years in a Deli, buffet, or short order service capacity experience.
- ServSafe Food Protection Manager Certification must be obtained within 30 days of employment.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation 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 and composure 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' own 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 screening 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 Name: _____ Signature: _____ Date: _____

HOW TO APPLY: To apply for this position please apply online at www.ldfbdc.com

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