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## JOB DESCRIPTION

**JOB TITLE:** MEAT WRAPPER (FULL-TIME)

**REPORTS TO:** MEAT MANAGER

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE 3:** \$14.46/HR

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**SUMMARY/OBJECTIVE:** This position is responsible for receiving, storing, wrapping, weighing, pricing, merchandising, and rotation of meat department products. They assist customers with our meat products, service, and selection.

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

- Increase our customer service expectations by driving our Customer Service Fundamentals (i.e. Fun 5) in all interactions with customers
  - Provides friendly, courteous, and prompt customer service
  - Use product knowledge when selling to customers at the case
- Wrapping product in a presentable fashion
  - Keep cases and display shelves properly stocked and always faced to ensure maximum sales, quality, and freshness
- Maintains sanitation of the entire department, along with rotation and pricing
- Maintains a variety of products while conforming to the production standard
- Operates all meat equipment including meat wrapper
- Ability to disassemble, clean and reassemble all equipment as part of the sanitation process
- Handles damaged and spoiled products according to Company policy
- Complies with safety policies and procedures; notifies manager of any potential hazard immediately
- May perform other miscellaneous tasks assigned by managers necessary to provide products and services to customers during peak periods of business
- All other duties as assigned

**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:

- Strong attention to detail.
- Must be able to operate calmly while in a fast-paced environment.
- Above average written and oral communication skills.
- Effective time management and organizational skills.
- Must be detail oriented.
- Ability to solve problems with minimum supervision and understanding of being empowered and accountable.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

**SUPERVISORY RESPONSIBILITY:** None

**WORK ENVIRONMENT:** 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. Some extreme temperatures are possible, including helping to maintain the exterior of the building at all times of the year and frequently working in a refrigerated (cooler/freezer) environment.



**PHYSICAL DEMANDS: 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.

- Regularly required to talk and hear
- Occasionally climbing, stooping, kneeling, crouching, talking, and smelling
- Continuously stand on tile/concrete, walk on tile/concrete, reaching waist/overhead level
- Continuous contact with hazardous equipment and sharp objects
- Frequently carrying and lifting to 80 pounds, pushing, and pulling up to 100 pounds
- Frequently twist at the waist while cleaning, cutting/opening, packaging, sorting, loading/unloading, moving/removing merchandise and stocking merchandise
- Ability to maintain regular, reliable attendance

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a FULL-TIME position with 40 hours of work expected. Days of work vary from Sunday through Saturday and hours of work will vary between 7:30AM - 4:30PM. Must be able to work flexible hours including some evenings, weekends, and holidays based on special orders and department needs. 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
- Previous customer service experience in retail and/or previous experience working with the public is preferred.

**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.

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



**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.

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

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

Position Date: \_\_\_\_\_

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