

**Island Enterprises Incorporated
Job Description**

Position: Deli Cook
Department: Kamilche Trading Post
Date: July 13, 2021
Hourly Rate: \$13.69
Reports to: Deli Cook Supervisor
Position Opens: July 19, 2021
Position Closes: July 30, 2021

SUMMARY: Prepares deli-made foods for sale in deli service and retail cases, assists with ordering, receiving, stocking and display of deli product (including service and self-service/retail deli cases), prepares fresh coffee-bar beverages as needed, maintains department cleanliness, and provides customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and other duties as assigned:

- Prepares deli recipes according to procedure.
- Cleans and stocks deli cases according to procedure, utilizing proper signage.
- Maintains working knowledge of Deli recipes and prepared foods.
- Receives product deliveries, ensuring order and invoice accuracy.
- Stocks, rotates, merchandises and faces product according to department procedure.
- Maintains back-stock areas according to department standards.
- Prepare food items for frying and grilling purposes.
- Check each food item to ensure that it is fresh, and provide feedback to kitchen supervisor in cases where freshness is an issue.
- Operate fryers and grills according to instructions, pour oil in them, and place items in them for frying and grilling purposes.
- Monitor the time and heat of equipment, ensuring that both are regulated as and when necessary.
- Handle portion control activities, according to specified instructions.
- Clean and maintain fryers and grills, ensuring that they are kept in pristine condition all through.
- Handle waste management duties, by ensuring that trash is properly and safely disposed of.
- Deliver soiled dishes and pots and pans to washing areas, and assist in cleaning and drying them.
- Catalogs and codes invoices according to procedure.
- Assists in other departments as needed.
- Performs other duties as assigned to meet business needs.
- Knows and Adheres to Quality Standards for customer service as outlined by Supervisor.
- Knows and Adheres to all departmental customer service standards and procedures outlined by supervisor.

Communication

- Communicates openly and honestly with all others in the organization.
- Communicates respectfully at all times.
- Does not expose customers to internal disagreements.
- Resolves conflicts respectfully and in a timely manner, asks for assistance from appropriate supervisor as needed.
- Participates actively in department team and all-staff meetings.
- Communicates needs and problems promptly and efficiently.
- Operates with a sense of teamwork; incorporates into daily job.

Personal Effectiveness

- Reports to work for scheduled shifts, on-time and appropriately uniformed.
- Understands and adheres to organizational and department policy and procedures.
- Accepts and offers feedback and suggestions openly and respectfully.
- Accepts direction willingly and follows through with delegated tasks.
- Learns and adapts to new tasks or situations quickly and cooperatively.
- Maintains job-related confidentiality.
- Takes initiative to identify, report and resolve problems before they escalate.
- Provides a positive model for co-workers.

SUPERVISORY RESPONSIBILITIES: None

COMPETENCY: To perform the job successfully, an individual must demonstrate the following competencies at all times:

PLANNING/ORGANIZING: Uses time efficiently.

SAFETY and SECURITY: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

ATTENDANCE/PUNCTUALITY: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONFIDENTIALITY: This position requires strict confidentiality, any breach of said confidentiality will result in disciplinary action according to the employee handbook.

Must be able to pass a criminal background in order to be hired.

EDUCATION and/or EXPERIENCE: High School graduation or General Education Degree (GED) and one year of previous customer service experience and one-year deli cook experience is desired; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk and reach with hands and arms. The employee is frequently required to sit; use hands to finger, handle, or feel with frequent hand and wrist movements; and talk or hear; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus. The employee will frequently use sharp knives, box cutters, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

DRUG FREE WORKPLACE: The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

INDIAN PREFERENCE: Preference for Squaxin Island Tribal members is in effect for this position in accordance with the Squaxin Island Tribe Hiring and Contract Preference Ordinance.

CONTACT: Human Resources (360) 426-3442