



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

DELI COOK

Department: Kamilche Trading Post
FLSA Status: Non-Exempt
Grade/Level: (2) \$16.54 - \$21.50
Opens: 04/29/2024

Job Status: Part-time
Reports To: Store Manager
Work Schedule: Varies
Closes: 05/10/2024

POSITION SUMMARY

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

ESSENTIAL DUTIES

1. Prepares deli recipes and ensures adherence to quality standards, including verifying the freshness of food items and providing feedback when necessary.
2. Receives product deliveries and verifies invoices; catalogs and codes invoices as per procedures.
3. Prepares food for frying and grilling, handles portion control, and operates, cleans, and maintains kitchen equipment according to safety standards.
4. Stocks, rotates, and merchandises products in the deli cases, maintaining back-stock areas according to department standards.
5. Manages waste disposal efficiently and safely; assists with dishwashing duties as necessary.
6. Upholds exceptional customer service and communication standards with team members and customers.
7. Resolves conflicts in a timely manner and communicates needs and problems promptly.
8. Emphasizes teamwork in daily responsibilities and adapts to new tasks or situations quickly.
9. Reports to work punctually, dressed in the appropriate uniform, and adheres to organizational and departmental policies and procedures.
10. Accepts and offers feedback respectfully, takes the initiative in problem-solving, and acts as a positive role model for co-workers.
11. Attends and/or facilitates all mandatory meetings and training.
12. Maintains confidentiality at all times.
13. Maintains awareness and sensitivity to Native American Culture.
14. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

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, skills, and/or ability required.

POSITION REQUIREMENTS

- Knowledge of deli recipe preparation and quality standards, and ability to assess food freshness.



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- Skill in receiving product deliveries, verifying invoice accuracy, and logging invoices.
- Competence in preparing food for frying and grilling, managing portion control, and maintaining kitchen equipment according to safety standards.
- Proficiency in inventory management, including stocking, rotating, and merchandising products.
- Ability to manage waste disposal safely and efficiently and assist with dishwashing duties.
- Exceptional customer service and communication skills.
- Skills in conflict resolution and effective communication of needs and problems.
- Team-oriented attitude with ability to adapt quickly and cooperatively to new tasks or situations.
- Punctuality and adherence to workplace dress codes and departmental policies and procedures.
- Openness to giving and receiving feedback, demonstrating initiative in problem-solving, and embodying positive workplace behaviors.
- Commitment to protecting privacy and personal information of customers and staff.
- Ability to show respect and understanding towards Native American culture.

COMPUTER SKILLS

- Skill with POS and inventory systems; computer applications, such as word processing and email.

EDUCATION AND EXPERIENCE

Education Required: High School graduation or General Education Degree (GED).

Education Preferred: N/A.

Experience: One (1) year in customer service and one (1) year as a deli cook is desired.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: N/A

PHYSICAL REQUIREMENTS

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 essential functions of this position, employees will be required to:

- Stand and walk for extended periods; climb, balance, stoop, kneel, crouch, or crawl on occasion.
- Lift and/or move up to 50 lbs. regularly.
- Use hands repeatedly for various tasks; speak and hear to effectively communicate.
- Required vision abilities: close, distance, color, peripheral, depth, and focus.

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.



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While performing the essential functions of this position, employees may be exposed to the following conditions:

- Work areas with moving parts that may be very cold or hot; space restrictions; moderate noise.
- Various chemicals used for cleaning and sanitation.
- Possible hazard using sharp knives, box cutters, etc. for food preparation.

Other Requirements: Must be able to pass a criminal background check and follow the Squaxin Island Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: