



JOB OPENING ANNOUNCEMENT

JOB TITLE: COOK I/Deli Clerk
DATE POSTED: 1/3/2018
DATE CLOSES: 1/24/2018
DEPARTMENT TEAM: Food Services
HOURS: 32-40 hours/week combined – partially as Deli Clerk, partially as Cook1. Must be available weekends, including am/pm hours
STATUS: Regular, full-time; Non-exempt; Benefits eligible
STARTING WAGE: Both positions are Level 2; \$12.38 - \$15.47, DOE/DOQ

COOK 1 JOB SUMMARY:

Under the supervision of the Food Services Manager and the direction of the Food Services Team Leader and/or Kitchen Lead, the Cook I contributes to team and store goals for sales, margin, and productivity by being responsible for the production of healthy natural foods for sale in the deli and the grab-n-go case, including soups, salads, entrees, sauces, etc. This position contributes to team and store optimal operations such as customer satisfaction, sales goals, productivity and margins.

Essential Functions/Responsibilities:

Reviews menu plan with Kitchen Lead, Cook II or others as designated. Assists in developing and testing new recipes. Gathers ingredients following established procedures and directions; prepares recipes on time with minimal waste. Maintains accurate production logs. Assesses taste, quality, and presentation of kitchen product for sale. Checks and ensures temperatures of all dishes are within Health Department and Food Co-op guidelines. Regularly check case temperatures. Ensures both prepared ingredients and finished products are safely stocked, labeled, rotated, and pulled. Maintains appropriate product levels. Keeps displays clean and orderly. Verifies accuracy of pricing and ingredient information. Responds to customer requests, product questions and special orders in a timely and courteous manner. Places orders and requests for kitchen supplies. Keeps back work area clean, organized and safe and follows all safety precautions. Immediately reports equipment/maintenance/safety issues. Disposes of trash, compost and recycling appropriately; breaks down boxes. Keeps well informed about products and specials. Assists with kitchen maintenance, dishwashing and deep cleaning as assigned. Participates as assigned in monthly and quarterly store inventories, team meetings, and training sessions. Helps at the deli service counter when needed and uses the 10-4 customer service standard to greet and assist customers in a courteous manner.

Minimum Qualifications:

Education and Experience:

- High school diploma/GED (related experience may be substituted year for year).
- Valid Food Worker Card issued in WA, or acquired within 2 weeks of hire.
- 6 months of successful relevant experience in commercial food preparation or related field; 1 – 3 years of experience preferred.
- Customer service experience preferred.
- Experience operating commercial kitchen equipment preferred.

Qualifications (knowledge, skills, abilities):

- Ability to prioritize and handle multiple tasks with limited direct supervision.

- Ability to work safely in a fast-paced commercial kitchen.
- Demonstrated ability to communicate and interact with customers and team members in a positive manner. Ability to coordinate with other team members effectively.
- Strong organizational skills and attention to detail.
- Ability to read recipes and instructions in English, and perform basic math to conduct inventories and adjust recipes.
- Requires scheduling flexibility to work a variable schedule, including evenings, weekends and holidays.
- Ability to place and receive ingredient orders and monitor supply inventories.
- Ability to measure, read measuring devices accurately and convert measurements (from cups to gallons, ounces to pounds, etc.)

Physical Requirements:

- Ability to lift and move up to 25 pounds regularly and 50 pounds occasionally during an 8-hour shift.
- Ability to stand, walk, chop, bend and reach during majority of shift, up to 8 hours.
- Ability to safely use/operate tools & equipment such as knives, slicer, stove, oven, dishwashers and other equipment (training provided.)
- Ability to work in a cold environment periodically.
- Ability to work in a noisy and crowded environment.
- Ability to work around fumes and odors.

DELI CLERK JOB SUMMARY:

The Deli Clerk is responsible for serving customers from the deli area and ringing purchases quickly and accurately. Duties include keeping the deli area well merchandized and clean. S/he greets, assists and serves customers and provides product knowledge information to customers. S/he sets up register till following established guidelines and documents variances or discrepancies. Additional duties include making sandwiches, promoting products, prepping and stocking juice bar, restocking deli case and adhering to all health and safety regulations. The Deli Clerk participates as needed in monthly and quarterly store inventories and Food Services Team meetings, storewide All Staff meetings and training sessions.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent required. Six months relevant experience in customer-focused position and register training preferred. Previous natural foods experience is also a plus. Valid Food Worker Card issued in Washington State; may acquire card within two weeks of hire. Additional requirements include the ability to effectively communicate with customers and staff in a positive manner, and to work efficiently and accurately in stressful situations. Also requires good problem-solving skills to address variables in customer transactions.

PHYSICAL REQUIREMENTS:

- Ability to lift & move up to 15 pounds regularly, and up to 30 pounds occasionally during an 8 hour shift.
- Ability to safely use and operate tools such as knives, slicer, dishwasher and other equipment.
- Ability to stand, walk, bend and reach for long periods of time, up to 8 hours.
- Ability to work effectively in a frequently noisy environment with frequent interruptions.
- Ability to work in a cold environment on occasion preferred.

Application Procedure: Use the fillable PDF application from our website – please carefully follow directions posted there (www.foodcoop.coop), OR, pick up an application at the Member Services Desk of the Co-op. Return completed application to the Member Services Desk at the Co-op, OR email to hr@foodcoop.coop, OR mail application to: The Food Co-op, Human Resources Department, 414 Kearney Street, Port Townsend, WA. 98368
Questions? Contact Human Resources: Julie Donah at 360-385-2831, ext. 301, or Cara Leckenby at ext. 314.