

Haddad's West Peoria Market
Job Description

Job Title: Deli Department Manager

Department: Deli

Reports To: Mark Wrhel or Ann White

Summary Cuts delicatessen meats and cheeses with slicing machine, knives, or other cutters by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Answer and direct incoming phone calls.

Assign employees to specific duties.

Supervise employees engaged in sales work, and performs work of said subordinates, as needed.

Determine variety and quantity of Deli products to be produced, according to orders and sales projections.

Develop a plan for controlling cost in COG and supplies for deli operation.

Direct sale activities.

Implement policies to utilize human resources, machines, and materials productively.

Plan product distribution to customers, and negotiate with suppliers to arrange purchase and delivery of deli supplies.

Maintain a clean work environment.

Wait on customers in a timely manner.

Serve salads, cheeses, meat, ladles soups and sauces, portions desserts, make sandwiches and packages hot dogs.

Scrub and polish counters, steam tables, and other equipment.

Replenish foods at serving stations.

Suggest menu items and substitutions for items not available.

Answer questions regarding food or service.

Fill customer order by obtaining items from shelves, freezers, coolers, bins, tables, or containers.

Prepare sandwiches and salads.

List, total, and inform customer of total price of purchases.

Bag or wrap purchases for customer.

Clean shelves, bins, tables, and coolers.

Stamp, mark, or tag price on merchandise.

Set up displays and stocks shelves, coolers, counter, bins, tables, freezers, containers, or trays with new merchandise.

Write orders, decorate cakes, or describe available specialty products, such as birthday cakes.

Place meat or cheese on cutting board and cuts slices to designated thickness.

Position and clamp meat or cheese on carriage of slicing machine.

Weigh and wrap sliced foods and affixes sticker showing price and weight.

Deli Department Manager #2

Certificates, Licenses, Registrations

Food Sanitation Certificate

Supervisory Responsibilities

Directly supervises 8-15 employees in the deli department. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

I have read the preceding documents and fully understand what is expected of me. Failure to comply with these duties can be grounds for dismissal from my job; after a period of probation and or oral/written warnings of no more than 5 and no less than 3.

Employee: X _____ Date: _____

I certify that I have read and explained the above material with the employee and answered his or her questions to the best of my ability.

Owner: X _____ Date: _____