

P.M. Deli Director

PRIMARY OBJECTIVE:

To plan and direct the daily activities of all service counter workers to achieve a continuous flow of production throughout the day. To contribute toward ensuring a positive shopping environment for customers and a positive working environment for associates. To assist the deli director in achieving profit margins and labor goals.

NATURE AND SCOPE:

The emphasis on this position is to plant the daily activities of service workers to ensure completion of all daily activities. Primary challenge is to teach and provide prompt, courteous and accurate service to customers as well as proper preparation and display of product. Primary learning challenge is in product knowledge, case sets, tray assembly, equipment use, and product ordering. Ongoing challenges will include department planning, execution and evaluation in order to ensure maximum sales and profit opportunities, effective cost control and efficient utilization of labor goals. This position is responsible for encouraging individual and group effort toward department objectives. This position requires ongoing judgment/decision making, social skills/verbal interaction, reading, writing, math, moderate to heavy lifting, walking, operation of deli equipment. Position functions and work direction may vary according to business needs. Assignments and work direction are provided by the Deli Director.

ESSENTIAL POSITION FUNCTIONS:

1. Supply ordering and inventory
 - A. Bunzel and Sysco supply orders
 - B. Track weekly supply usage and chart results
2. Evaluate invoices
 - A. Matches product to invoice
 - B. Verifies pricing of sale items and documentation kept for sales reps.
3. Develops daily work plan based on orders and self-serve needs
 - A. Organizes service counter workers to efficiently complete al orders and maintain a full self-serve case
 - B. Communicates with Deli Director of ongoing status, including successes, problems and planning
 - C. Participates in weekly meeting with Deli Supervisors
 - D. Promotes product through suggestive selling
 - E. Answers questions and provides assistance as appropriate
 - F. Evaluates catering needs for customers as well as department limitations
4. Sanitation
 - A. Certification of restaurant sanitation
 - B. Implement and teach proper sanitation
 - C. Organization of coolers and freezers
5. Implements Royal Cuisine program
 - A. Ensures product availability for customers
 - B. Orders product through Royal Ridges
 - C. Proper rotation, freshness dating and marketing of product
 - D. Inventory control and tracking of sales

04/27/06

6. Maintains regular cleaning schedule and performs cleaning duties
 - A. Breaks down slicers, including washing and sanitizing
 - B. Cleans cases on a regular basis
7. Performs Deli Department personnel functions
 - A. Ensures all new employees are properly trained to ensure competence in positions and for possible future development
 - B. Conducts and ensures all probationary and regular performance reviews are completed
 - C. Provides individual and group guidance and encouragement toward department objectives
 - D. Recommends and administers corrective actions as appropriate
 - E. Communicates and works with Deli Manager as appropriate to above functions
 - F. Follows all store and department policies and procedures
8. Assists with ordering, merchandising, pricing procedure, product development and associate training. This position will require mentoring of Deli Director during an absence. Hours will be typically mid-day, but fluctuate due to business needs or personnel needs.
9. This position will require working, the closing shift on an occasional basis to maintain regularity of requirements

FUNCTIONAL REQUIREMENTS:

Physical – lifting/carrying 5 to 50 lbs., equipment operation, standing, walking, reaching, turning, bending

Mental – reading, judgment/decision making, memorization, math, writing