

MOON CO-OP

DELI ASSOCIATE JOB DESCRIPTION

Job Title: Deli Associate, PartTime

Pay Grade: Level I

Supervisor: Deli Manager

Updated: 3/3/25

Deli Associate Job Summary: To assist in the success and smooth operation of the Deli Departments including food preparation and presentation. This includes securing and presenting high quality products and assisting the Deli Manager in meeting objectives for sales, margin, labor, and customer service.

General Responsibilities: Work with customers to fulfill their needs, work with staff to ensure the smooth operation of the store. This includes but is not limited to high customer attentiveness and thorough assistance; assisting with pricing, stocking, rotation, and maintaining cleanliness of the entire store; fulfilling other tasks as may be dictated by your shift (opening, closing, or particular departmental work); and finding ways to use your unique talents and creativity to make MOON Co-op a fun place to shop and to work!

I. CUSTOMER SERVICE

- Greet customers promptly, courteously, and with enthusiasm. Assist customers with product questions, in a prompt and friendly manner. Assist customers with special orders. Offer educated suggestions for purchases and ways to prepare products.

II. DELI DEPARTMENT

- Prepare recipes in a timely manner for in-house soup, smoothie, sandwich, and prepared food programs as directed by Deli Manager. Ensure proper labeling, dating, and correct rotation of case items with new production.
- Ensure that your production area is always wiped down, surrounding floor area is continually swept and your dishes kept caught up. Follow health department standards and safe food handling guidelines.
- Receive deliveries, following established receiving procedures. Coordinate returns and credit from suppliers when applicable. Correctly inspect all incoming deliveries.
- Keep accurate records of department transfers, credits and losses as required by the accounting department. Assist with regular inventory counts.

III. SAFETY

- Handles hazardous equipment carefully. Never leaves anything out where it could injure others. Conscientious of proper lifting and health & safety procedures. Mindful of potential hazards to customers and employees.

IV. OTHER DUTIES

- Attend department and store-wide meetings.
- Perform other tasks assigned by General Manager, Deli manager, or Manager on Duty.

Qualifications

Skills & Abilities:

- Flexibility in scheduling, willingness to work when scheduled.
- Able to follow a recipe, knowledge of how to make soup
- Excellent customer service skills
- Good communication skills and ability to work as a member of team.
- Accuracy, attention to detail.

Physical Demands/Working Conditions:

- **Ability to lift up to 50 lbs.**
- **Regular predictable attendance.**
- **ServSafe certification is a plus!**

Pay: Commensurate with experience, with a base rate of \$12.50/hour

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