

## CLASSIFICATION DESCRIPTION

### TITLE: Deli Operator

<b><u>Title of Immediate Supervisor:</u></b> Principal of Technical Services, Foods Program Instructor(s)	<b><u>Department:</u></b>	<b><u>FLSA Status:</u></b>
<b><u>Accountable For (Job Titles):</u></b>		<b><u>Pay Grade Assignment:</u></b>

#### **General Summary or Purpose Of Job:**

Performs the daily business, food preparation and sales, and educational support functions required for the successful operation of the Technical Center Deli, by assisting with ordering, receiving, stocking and display of deli product, including service and self-service/retail deli cases.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Set up Deli for daily business; by programming cash register for daily operation, prepare beverage products, confirm reservations for the day, and consult with the instructor regarding daily operations for the day.	10%
2.	Assist in Student Based Management; assist students in restocking supplies, making start up products and the introduction of activities slated for the day.	15%
3.	Daily Management of Deli; ensure unfinished tasks are completed each day; assist in resolving customer services issues and set up of special orders.	10%
4.	Daily Closing of the Deli; reconcile all sales for the day, and prepare area for next class to include the cleaning and prep of all equipment.	10%
5.	Maintains department cleanliness and provide customer service, operate cash register as needed, follow all front end and cash accountability procedures.	10%
6.	Other duties as assigned; maintain area for maximum customer appeal, keep daily, weekly; and yearly sales records.	10%

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**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

High school education or equivalent combination of education and experience.  
Must have at least 3 years experience in deli department operation.

**Certification or Licensing Requirements** (prior to job entry):

Must obtain Serve Safe certification within 6 months of hire date.

**Knowledge Requirements:**

Requires knowledge of:

- Familiarity with managing department inventory, in-stock position, pricing integrity, merchandising, labor and other operational processes.
- Safety procedures and safe/proper use of equipment found in Foods Technology labs (kitchen) such as, but not limited to the stove, oven, meat slicer, warming pots, mixers, fryers, cappuccino machine, popcorn machine, and coffee brewers.
- Issues related to students with special needs and adverse social economic backgrounds.
- Working knowledge of deli recipes and prepared foods.

**Skill Requirements:**

Skilled in:

- Written and verbal communications, including presentation skills.
- Management skills, including leadership, supervision, organization, prioritization, working with multiple tasks concurrently, analysis, and project management.
- Basic proficiency in using MS-Office, especially Word, Excel and Access.
- Team-building skills, especially the ability to work cooperatively with others, applying methods of conflict resolution, when necessary.
- Ability to maintain effective working and professional relationships, especially with public agencies, private organizations, and labor organizations.
- Ability to accurately manage POS system.
- Ability to work with minimal supervision.
- Basic math skills.
- Ability to multi-task and respond well under pressure.

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<b><u>Physical Requirements:</u></b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

**General Environmental Conditions:**

Work is performed under normal conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

On occasion, displays for career fairs, boxes of materials or files weighing up to 50 pounds must be lifted or carried.

The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**  
**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<b><u>Vision Requirements:</u></b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

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Classification reviewed and revised on September 29, 2011 by Harrison Dudley,  
Human Resource Manager.