



## Job Description

<b>Title:</b>	<b>DELI MANAGER</b>
<b>Reports to:</b>	<b>OWNERS Pete and Jan Conlin</b>
<b>Reporting Relationships:</b>	<b>Deli Lead, Bar Lead, all subordinate staff.</b>
<b>Salary Range:</b>	<b>\$31,200-\$37,440 per year</b>
<b>Hours:</b>	<b>45-60 Hours per Week depending upon operations tempo and seasonal fluctuations.</b>
<b>Benefits:</b>	<b>2 Weeks Paid Vacation, Yearly Bonus (available after one year of continuous service)</b>

**COUNTRY HOUSE DELI is a family owned business and opened in Bismarck in 1976. The Deli specializes in sandwiches, soups and salads, and offers catering. Soon to be available is a sandwich pub offering beer and alcohol.**

### **Summary of Position:**

---

Country House Deli is looking for a hard charging and capable individual looking for a position of responsibility. Applicants must possess a high level of integrity and strong work ethic.

The Deli Manager will oversee and coordinate the planning, organizing, training and leadership necessary to achieve stated objectives in sales, costs, employee retention, guest service and satisfaction, food quality, cleanliness and sanitation.

### **Duties & Responsibilities:**

---

- Understand completely all policies, procedures, standards, specifications, guidelines and training programs.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.

- Manage production schedules and ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.
- Make employee hiring and termination decisions.
- Fill in where needed to ensure guest service standards and efficient operations.
- Continually strive to develop your staff in all areas of managerial and professional development.
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant's preventative maintenance programs.
- Ensure that all products are received in correct unit count and condition and deliveries are performed in accordance with the restaurant's receiving policies and procedures.
- Oversee and ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.
- Schedule labor as required by anticipated business activity while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
- Be knowledgeable of restaurant policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
- Fully understand and comply with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the restaurant, employees and guests.
- Assist the owner in the development, planning and execution of restaurant marketing, advertising and promotional activities and campaigns.

## **Qualifications:**

---

- Be 21 years of age or older
- Have knowledge of service and food and beverage, generally involving at least two years of front-of-the-house operations and/or assistant management positions. Deli/sandwich experience preferred but no necessary.
- Proficient in basic math skills and have the ability to operate a cash register or POS system.
- Experience in training employees.

- Awareness of local, state and federal health and sanitation regulations.
- Understand the proper use and maintenance of major kitchen equipment, including stoves, refrigeration, slicer, knives and cleaning machines.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Ability to work under stress in a high-energy and demanding environment.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Must have the stamina to work 50 to 60 hours per week and in good health.

Country House Deli is an early morning to late evening business, open Monday-Saturday. The Manager is generally scheduled during the day but must be flexible enough to work evenings and Saturdays as well.

**TO APPLY:** You will need to fill out an employee application, but adding a resume is also recommended. **DO NOT MAIL APPLICATIONS OR CALL.** Bring the application in person and be prepared for an on-the-spot interview should the owner have the opportunity to do so.

CH Deli is an equal opportunity employer. For the safety of current employees and benefit of customers...all applicants are subject to criminal background checks and drug testing

