



## Job Description

**Title:** KITCHEN PREP

**Reports to:** DELI MANAGER, DELI LEAD, OWNERS

**Reporting Relationships:** None

**Salary Range:** \$10.00-\$14.00 per hour

**Hours:** Full-Time: 40-45 Hours per Week depending upon operations tempo and seasonal fluctuations.

Part-Time: A minimum of 10 hours per week, varied days.

**Benefits:** Full-time: 1 Week Paid Vacation, Yearly Bonus (both available after one year of continuous service)

**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 Kitchen Prep is primarily responsible for production of breads, soups, desserts, and hot meals. The Kitchen Prep also assists the Deli Prep in prepping for deli salads.

### Duties & Responsibilities:

---

- **Hot Item Preparation:** Prepare and execute production schedules for in-house and cater orders pertaining to breads, soups, desserts, hot meals, and various other cater products as needed.
- **General Food Preparation:** Kitchen Prep cut and prep vegetables and meats for sandwiches. To prepare for the restaurant's opening, they may slice cold meats and cheese by hand or machine. They make garnishes for sandwiches such as sliced pickles and sliced tomatoes.
- **Line Cooking:** Depending on where they work, Kitchen Prep may be required to cook, mix, and season other ingredients to create dressings, fillings, and various sandwich spreads. They may also cook meats for hot sandwiches.
- **Perform Cashier Duties:** Kitchen Prep may be asked to handle all forms of money during their work shift. They are required to use a cash register or a point of sale system to record customers' orders and total their bills, collecting payments from guests and giving back change.
- **Station Cleaning and Restocking Supplies:** Restocking condiments and other supplies as needed is another task of sandwich makers. They ensure everything is in place to serve customers throughout an entire shift. They place food neatly according to established procedures in a timely way. Furthermore, they clean and maintain all areas of their workspace to promote a clean image and maintain sanitation standards.
- **Back/-Of-House Cleaning/Dishwashing:** When the kitchen is slow, Kitchen Prep help with general cleaning, such as taking out garbage, wiping tables, vacuuming, sweeping, mopping and doing dishes.
- **Customer Service:** Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- **General Labor:** Aid in achieving company objectives in quality, service and cleanliness.
- **Teamwork:** Fill in where needed to ensure guest service standards and efficient operations. There is no such thing as "not my job".
- **Routine Equipment Maintenance:** 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.
- **Rules and Regulations:** 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. Observe all house rules as provided by the owners.
- **Inventory Accountability:** 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.

## **Qualifications:**

---

- Be 18 years of age or older

- **Experience:** Have knowledge of service and food and beverage, generally involving at least two (2) years of back-of-the-house operations. Deli/sandwich experience preferred but not necessary.
- **Food preparation** – meat slicing, cutting and preparation of food
- **Customer service** – helping customers and answering phones is sometimes a part of this job
- **Interpersonal skills** – patience, attentiveness, and upbeat communication are skills a sandwich maker must use when preparing sandwiches for patrons
- **Physical requirements** – Kitchen Prep are on their feet for the majority of their shift and are occasionally tasked with lifting or cleaning heavy objects up to 50 pounds and able to work in a standing position for up to 5 hours, stamina to work 40-45 hours per week required and be in good health
- **Memorization** – Kitchen Prep are expected to learn their restaurant’s menu and sandwich options, including the order in which certain sandwiches are made. Also must understand how to follow recipes and make consistent food product.
- **Collaboration** – Kitchen Prep are usually part of a food service team and must work well with others to create a seamless customer experience
- **Organizational skills** – the duties that Kitchen Prep take on are managed simultaneously throughout a shift, requiring them to multitask effectively and prioritize

Country House Deli is an early morning to late evening business, open Monday-Saturday. This position requires the employee to start earlier in the morning between 6-7 am, possibly earlier depending upon workload. Part time Kitchen staff may work varied hours though mostly afternoon and evening work.

**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.

