



Job Description

Title: DELI 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 Deli Prep is primarily responsible for production of deli salads, specialty trays, and produce preparation.

Duties & Responsibilities:

- **Deli Salads:** Prepare and execute production schedules for in-house and cater orders pertaining to deli salads, and various other cater products as needed.

- **General Food Preparation:** Preparation of produce for use in salads, the make line, and other needs. May also assist the Kitchen Prep when needed. Responsible for making specialty trays and food items on the cater menu. May be asked to fill in on the Make Line during rush periods.
- **Perform Cashier Duties:** Deli 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 work is slow, the Deli Prep helps 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. Full time is required to work mornings and afternoons. Part time 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.

