



Job Description

Job Title: Counter Clerk

Department: Deli

Reports To: Deli Manager

Starting Wage: \$16.50-\$18.50/hr + tips

General Purpose of the Job:

The purpose of a Counter Clerk is to provide the best possible customer service within the deli. This is a customer facing position that takes and processes orders at the POS, ensuring accuracy and timeliness, and maintains service cases and other merchandising areas while preparing a distributing Deli case offerings.

Essential Job Duties and Responsibilities:

- Provide responsive, exceptional and timely service to customers and co-workers
- Be polite, prompt and knowledgeable on deli items for the customer.
- Aware of proper food preparation, safety techniques and health standards.
- Attentively and accurately assist in routine temperature checks.
- Treat co-workers with respect and kindness. Be a team player.
- Communicate to lead or manager pertaining any deli issues or matters.
- Listen attentively and implement tasks that may be delegated to you by lead or manager.
- Execute a daily list of tasks specific to your scheduled shift.
- Be aware of counter traffic and who has and hasn't been helped.
- Remain flexible when incidents, emergencies or call-ins arise.
- Multi-task between keeping a clean work environment, attending to customer and completing daily tasks.

Education and/or Experience:

- No education requirement's

Certificates, Licenses, Registrations:

- Valid Driver's License or Photo ID
- Social Security Card
- U.S. Passport (to substitute for Photo ID & SSC if needed)



- WA State Food Handlers Certificate (must have upon starting date)

Qualifications:

- Basic reading/writing/math skills
- Knowledgeable on use of commercial and industrial machines: i.e., deli slicers, food processors, dishwashers, ovens etc. and able to use them safely.
- Ability to work in close quarters with other individuals.
- Customer service skills necessary.
- Dependable and Flexible on availability.
- Multitasking and prioritizing abilities necessary.
- Ability to hold cleanliness to a high standard.
- Understanding of food safety standards.

Physical Demands:

Physical demands of the position entails standing, walking, use of your hands, reaching above your head and speaking/hearing most, if not all the time during any given shift.

Additionally, as a counter clerk you may be required or asked to assist in lifting up to 50lbs.

Additional Information:

Schedules may differ upon season and business changes. Flexibility in your availability may be necessary for proper coverage or business needs.

Country Aire is an at-will employer and may terminate the employment relationship at any time, without cause, and with or without notice.

****Please sign below to acknowledge job requirement's****

I, _____, have read and accept the terms of the position.

X _____

(Employee's Signature)

Date: _____

Manager's Signature: _____