



Spokane Tribal Enterprises  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 98 Wellpinit, WA 99040  
(509) 458-6578 / FAX (509) 458-6598

## **JOB ANNOUNCEMENT**

**Vacancy #** OCEO-18-007  
**Title:** Meat Cutter  
**Supervisor:** Trading Post Store Manager  
**Location:** Wellpinit, WA  
**Status:** Part-Time  
**Rate of Pay:** \$11.50/Hour  
**Opening Date:** January 1, 2018  
**Closing Date:** Open Continuous

### **Summary**

The Trading Post Meat Cutter performs duties related to the cutting, preparation, display, and selling of meat products. Provide efficient and courteous customer service. The Trading Post Meat Cutter maintains a clean and safe work environment to benefit both the customers and fellow employees.

### **Duties and Responsibilities**

- Provides top quality service at all times and to every customer, in accordance with Spokane Tribal Enterprise policies and procedures.
- Break down beef, pork, lamb, and poultry products into retail cuts.
- Prepare specialty merchandise including sausages, ready-to-cook products, and cured meats.
- Ensure all cases and shelves are clean and well-stocked.
- Monitor product quality and freshness and ensure proper rotation of product.
- Model and deliver outstanding customer service.
- Prepare, package, weigh, and price meat products for sale.
- Receive, unload, and put away product delivery.

- Follow department procedures for preparing, storing, rotating, and stocking of product.
- Follow and comply with established procedures, including Weights and Measures, health and sanitation, and safe work practices.
- Works with customers to identify needs and resolves any complaints and problems.
- Takes measures to preserve the safety of employees and all others in the work location. Wears required safety equipment.
- Verifies the age of customers purchasing alcohol or tobacco products and enters the customer's date of birth into the cash register.
- Other duties as assigned.

## **OTHER REQUIREMENTS**

- Candidate must be 18 years of age or older.
- Knowledge of proper knife-handling and use of other cutting equipment.
- Excellent cutting skills with the ability to break product down into sub-primal and retail cuts.
- Extensive knowledge of meat cuts and different cooking techniques for them.
- Ability to visually examine products for quality and freshness.
- Candidate must be able to successfully pass a background check and pre-employment drug screening.
- Candidate must be able to obtain a Food Handler's Permit within 14 days of employment.
- Candidate must possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Candidate must be able to work flexible shifts (all days of the week) and hours, holidays, and special events.
- Knows and adheres to customer service standards as outlined in Spokane Tribal Enterprise's Policies and Procedures, Standard Operating Procedures, and training.
- High energy, enthusiastic, and displays an affinity for our products, core values, and community
- Adheres to all customer service standards when recommending products/services, and when providing customers with information.
- Courteous, business-like contact with co-workers, customers, vendors, and community at large.
- Neat appearance and good personal hygiene, in compliance with Spokane Tribal Enterprise's standards.
- Assists in other departments/enterprises, as needed.

**Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at [www.spokanetribe.com](http://www.spokanetribe.com)**

**Contact: Denise Abrahamson, Human Resources Director**

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**Spokane Tribal Enterprises Reserves the Right to Hire according to Its Indian Preference Policy**

**All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation**

**All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period**