



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

JOB ANNOUNCEMENT

Vacancy # OCEO-18-008
Title: Deli Clerk
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 Deli Clerk prepares recipe components and performs all functions related to the proper food preparation and maintenance of the cold case, fresh pack, salad and hot case. Additionally ensures food quality and presentation and performs duties related to customer service, stocking, and sanitation. Provide efficient and courteous customer service. The Trading Post Deli Clerk 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.
- Prepare food items for the cold case, fresh pack, salad and hot bars according to production sheets.
- Prepare food items according to recipe to ensure quality and consistency of the final product.
- Ensure that all prepared items are labeled, dated, covered, and rotated.
- Monitor food levels and replenish items in a timely manner.

- Provide outstanding customer service; ensure customer needs are met in a timely fashion.
- Monitor product quality and freshness and ensure proper rotation of product.
- Maintain accurate department signage and pricing.
- Complete product spoilage and transfer records, as needed.
- Follow department procedures for preparing, storing, rotating, and stocking of product
- Maintain a clean and well organized work area.
- 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.
- Other duties as assigned.

OTHER REQUIREMENTS

- Candidate must be 18 years of age or older.
- High energy, enthusiastic, and displays an affinity for our products, core values, and company philosophy.
- Ability to follow directions and established procedures.
- Ability to follow a recipe.
- Good basic math skills.
- Ability to visually examine products for quality and freshness.
- Good communication skills.
- Good understanding of food production and fundamental cooking techniques.
- Knowledge of proper knife-handling.
- 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

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