

Deli/Bakery Manager,  
Effective, November, 2010

**Saver Group, Inc.**  
**Job Description – DELI/BAKERY MANAGER**

**Reports to: Meat Merchandiser  
Store Manager**

**Hourly or Salaried Position**

**Note:** This document describes the major responsibilities of the Saver Group Deli Manager. Management reserves the right to assign other duties as required to insure efficient store operations.

**General Qualifications:**

- Experience in Deli is required. Bakery experience helpful.
- Supervisory experience needed in managing people. (Note: Personnel from other functions of the store assist in Deli as needed. Deli Manager must assign work and follow up to insure that work is completed.)
- Ability to deal with multiple DSD Vendors
- Experience in ordering and merchandising product.
- Ability to control shrink.
- Excellent communication skills; willingness to teach employees.
- Strong work ethic. Ability to self start and complete work assignments
- Flexible in work schedule, may vary week to week.

**Essential Functions/Job Responsibilities:**

- Customer Service – Always make our customers know that they are important and special to us. Handle all customer questions and concerns
- Insure freshness and quality through rotation of product throughout the department.
- Train new personnel.
- Maintain food safety certifications required by Local or Government Agencies.
- Complete tasks as assigned by Store Manager and Meat Merchandiser.
- Inventory product on hand and generate orders per delivery schedule.
- Maintain prices as set forth by the Meat Merchandiser; Prices should be verified from computer printout to signage weekly
- Set up and maintain all displays.
- Follow all store requirements when checking in vendors.
- Wear rubber gloves and hats in areas required by Health Department.
- Maintain Daily Temperature Log for coolers and sales floor cases.
- Insure that following activity list is completed each day:

*General Activities:*

- ✓ Check temperature of refrigerated case and walk-in cooler.
- ✓ Keep work area neat and clean at all times; clean and maintain equipment used in food preparation.
- ✓ Plan food production to coordinate with meal serving hours so that excellence, quality, temperature, and appearance of food is preserved.

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- ✓ Correctly prepare all food served following standard recipes.
- ✓ Set steam table; Serve or ensure proper serving of food.
- ✓ Comply with established sanitation standards, personal hygiene, and health standards. Observe proper food preparation and handling techniques.
- ✓ Generate and complete paperwork on a timely basis.
- ✓ Document loss on shrink chart.
- ✓ Reduce sub-standard product enough to sell the product the day of reduction.
- ✓ Process enough packaged product to last until close.
- ✓ Store food properly and safely, marking date and item
- ✓ Clean prep station and sinks at the end of the day.
- ✓ Sweep and mop the prep area floor at the end of the day.

Receiving Deliveries:

- ✓ Check the load against the invoice for proper billing.
- ✓ Report overages and shortages to the Store Manager.
- ✓ Inspect product for quality and condition. If you identify product that is not acceptable, report the problem with a completed credit request to the store manager.
- ✓ Put load away in designated storage areas, maintaining proper rotation of the product.
- ✓ Code date all product on the end of each box with the delivery date to assist in proper rotation.

Special Assignments:

- ✓ Maintain gross profit as determined by Meat Merchandiser.
- ✓ Maintain shrink factor as determined by Meat Merchandiser.
- ✓ Make price changes as directed.
- ✓ Conduct monthly inventory.
- ✓ Wipe down front of refrigerated case and tables.
- ✓ Make weekly signs.
- ✓ Inventory backstock before placing order.
- ✓ Clean mirrors weekly.
- ✓ Wash cooler walls quarterly.
- ✓ Clean refrigeration cases – monthly.
- ✓ Clean prep area daily.

**Environmental Conditions/Physical Requirements:**

- ✓ Lift boxes and equipment up to 60 lbs.
- ✓ May be required to be on one's feet for extended periods of time.
- ✓ Frequent Exposure to smoke, steam, high temperatures, humidity, extreme cold.
- ✓ Frequent contact/.immersion of hands in water, sanitation solutions, meat products, poultry products, seafood and produce items.
- ✓ Frequent washing of hands.
- ✓ Hazards may include, but not limited to, cuts from knives, slipping, tripping, falls, and burns.
- ✓ Extremely busy periods accompanied by slow periods; deli workers are expected to be working at all times.

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**Acknowledgement:**

I have read and understand the description of the Deli/Bakery Manager position in Saver Group, Inc. I understand that these essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Meat Merchandiser or Store Manager. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

\_\_\_\_\_  
Signature, Applicant/Employee

\_\_\_\_\_  
Date

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Witness, Saver Group, Inc.