



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Deli Manager
Department: Yuhubi Nobi Gas Station and Market
Supervised by: Gas Station Manager
Pay Range: T8 \$19.57 - \$27.40/Hr DOQ
FLSA Exempt, (Salaried) Regular/Full Time

General Duties: To Manage the daily operations of the Yuhubi Nobi Deli. To inspect food quality, preparation, and food safety practices offering high quality food products and service. To manage and provide excellent and professional customer service to all customers. To direct deli staff, perform on-the-job training, as needed, and coordinate daily sanitation and time management practices. To provide efficient and accurate cash register transactions. To manage and be in a charge of meat department inventory and food costs. To develop and update policies and procedures. Works in conjunction with other Gas Station Deli staff with the daily operation of the Deli in a team environment. To perform all other duties as assigned by the Store Manager and/or the Assistant Manager. The Deli Coordinator reports to the Gas Station Manager or designee.

Responsibilities:

- Supervise deli team members meeting the deli's goals and needs.
- Develop and implement on-the-job training in food preparation and safety.
- Manage and coordinate menu items and expectations with deli staff
- Must present themselves in a clean and proper uniform and footwear.
- Oversee Quality Assurance in logs with food holding times, temperature checks and sanitation practices.
- Assist and ensure deli staff with superb customer service in all customer interactions.
- Coordinate with vendors on food orders and promotional opportunities.
- Fill out charge logs completely and accurately and process under the correct department charges.
- Account for all deli deliveries as required for inventory and cost purpose.
- Organizes and maintains food storage areas daily, including rotation and time stamping food products.
- Coordinates and manages the meat and produce department in the market.
- Oversees the maintenance of deli equipment and documents potential safety hazards to be reported to the Gas Station Manager.
- Basic business math and accounting skills, and strong analytical/decision-making skills.
- Conducts duties of cashier, answer phones, answer questions, write specials on the menu-board as needed.

- Keeping records or reports necessary to balance at the end of each shift.
- Paying close attention to detail to ensure they balance at the end of each shift.
- Ensures every cash drop is counted accurately and the register slip matches.
- Counting the correct amount of change back to the customers to ensure proper balancing.
- Cleans up messes or unsanitary conditions as soon as possible and immediately corrects hazardous situations that may develop.
- Prevent, stop, or report any loitering or illegal activities occurring on company property as soon as possible.

Supervisory Responsibilities:

- Supervises the day to day operations of kitchen staff; assists with staffing, training, scheduling, supervision, evaluating and discipling of kitchen Team Members. Must demonstrate the ability to lead by example.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills - The individual maintains confidentiality, remains open to others' ideas and exhibits willingness to work well with others.
- Oral communication - The individual speaks and listens clearly and persuasively in positive or negative situations and demonstrates the ability to speak in a professional tone.
- Customer Oriented – The individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management - The individual demonstrates the ability to effectively utilize time while on the clock to ensure all duties are completed before the end of the shift.
- Detail Oriented - The individual demonstrates accuracy and thoroughness and monitors own work to ensure all transactions are complete and accurate as possible.
- Adaptability - The individual adapts to changes in the work environment, manages the daily demands and can deal with frequent change, delays or unexpected events. The individual may be asked to fill in on a different shift as needed.
- Reliability - The individual is consistently at work and on time, dependable, follows instructions, and responds to management direction and changes as needed.
- Motivated - The individual is expected to be self-motivated and willing to assist with getting others around them to get the job done and follow through on tasks until completion. The individual strives to complete a task from start to finish.

Education and Experience:

- Must be 21 years old or older.
- Must have at least 2 years' supervisory experience.
- Must have Culinary Arts Degree and 2 years' experience of food-preparation and restaurant experience or 4 years culinary, food preparation, and restaurant experience.
- Must have High School Diploma or GED certificate.
- Must be willing and able to work any shift including splits, evening, weekends, graveyard and holidays according to established procedures.
- Must pass pre-employment drug testing and be subject to random testing throughout employment.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.

Other Requirements

- ABC (Alcoholic Beverage Control) training is mandatory within first 30 days of employment.
- Food Manager (Servsafe) Certification is mandatory within first 30 days of employment.
- CPR and First Aid Certification

Physical Requirements

- Ability to work long hours.
- Ability to stand for long periods of times without sitting or leaning.
- Ability to handle multi-tasking heavy work-exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Ability to work around variable temperatures.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.