

MINITEDIO DE Deli Supervisor Job Description

Department: Deli Pay Range: Three

Reports to: Deli Management Status: Hourly

Job Summary: Supervise, train, resolve conflicts and coach Deli Counter

and/or Kitchen staff to meet goals for sales, safety, customer service, and sanitation in compliance with WFC policies, department Organic Standards Handling Plan and

established practices.

Essential Duties and Responsibilities:

Storewide

1. Abide by all Whole Foods Co-op (WFC) policies and procedures as outlined in the Field Guide and Policy and Procedure Manual.

- 2. Consistently and positively promote membership and member benefits.
- 3. Follow all safety practices and policies.
- 4. Arrive at all shifts, meetings and trainings on-time and work scheduled hours.
- 5. Regularly perform store cleaning and maintain cleanliness to required standards.
- 6. Maintain a positive attitude.

Customer Service

- 1. Exceed expectations of internal and external customers for service and provide a welcoming environment for all in accordance with the WFC's customer service standards.
 - a. Ability to deal with difficult or emotional customer situations.
 - b. Anticipate customer needs.
 - c. Promptly respond to requests for service and assistance.
- 2. Treat all customers and co-workers fairly, consistently and with respect.

Job Specific

- Supervise, train, resolve conflicts and coach Deli Counter and/or Kitchen staff as directed to store, rotate, stock, prepare and display products as directed, in a timely manner, and in compliance with WFC policies and established practices for safety, sanitation and customer service and document personnel concerns for department management.
- Supervise, train, resolve conflicts and coach Deli Counter and/or Kitchen staff as directed to clean shelving, refrigeration equipment, storage areas, prep areas and display areas in compliance with established practices and document any equipment maintenance or safety concerns for department management.

- 3. Monitor prepared foods quality, presentation and losses in compliance with WFC policies, department Organic Standards Handling Plan and established practices for safety, sanitation and customer service.
- 4. Supervise, train, resolve conflicts and coach Deli Counter and/or Kitchen staff as directed to unload, separate, verify counts, accept deliveries, apply for credits and coordinate return of damaged/miss-picked products in compliance with Organic Standards Handling Plan and established practices.
- 5. Role model expected food production skills and compliance with policies and established practices for safety, sanitation and customer service.
- 6. Perform other tasks assigned by Department Manager including, but not limited to, filling-in for Deli Counter and/or Kitchen staff and submitting written comments for evaluations of Deli Counter and/or Kitchen staff.

Work Environment:

- 1. Occasional Exposure
 - a. Outdoor weather conditions (e.g., tasks in receiving areas)
- 2. Frequent Exposure
 - a. Wet and/or humid conditions (e.g., walk-in/reach-in coolers, scullery area)
 - b. Warm and/or humid conditions (e.g., servicing hot bar, stove, oven, steamer)
 - c. Cold or extreme cold conditions (e.g., walk-in/reach-in freezers)
 - d. Moving loaded carts/pallets of product in and out of storage/retail areas and in and out of freight elevator.
- 3. Constant Exposure
 - a. Background music and in-store pages
 - b. Food odors, grain and spice dust, food allergens (e.g., proximity to preparation of seafood)

Knowledge, Skills, Abilities

- Minimum two years supervisory experience including, but not limited to training, coaching, resolving conflicts, building a team and evaluating team performance.
- Minimum two years retail experience, preferably in food service
- Ability to work nights and weekends
- Outstanding customer service skills
- Attention to detail and good organizational skills
- Ability to handle multiple demands, work under time pressures, and meet deadlines
- Willingness to be open, to learn, and to take on new responsibilities
- Demonstrate objectivity, neutrality and calmness under pressure
- Ability to follow through on systems and procedures
- Regular, predictable attendance
- Effective communication skills in English
- Computer proficiency, e.g., keyboard experience, email, Word
- Ability to read and comprehend instructions
- Ability to work efficiently in a fast-paced environment
- Ability to be flexible and to adapt to changing conditions quickly

- Demonstrated ability to follow through on commitments
- Ability to prioritize tasks

Essential Physical Requirements

- 1. Ability to frequently lift and move up to 60 lbs throughout shift.
- 2. Frequently stand, walk, squat, bend, sit, balance and rotate body.
- 3. Frequently ascend and descend stairs, ladders and step stools.
- 4. Ability to safely use sharp cutting instruments.
- 5. Use of hands to operate machinery such as computer keyboard, digital scale, meat slicer, dishwasher.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.