

## **Kwik Fill – Deli Manager**

### **Requirements**

#### **DUTIES AND RESPONSIBILITIES**

1. To greet, satisfactorily serve, and thank the customers for shopping our store.
2. To operate safely, efficiently and ensure all personnel are instructed in the proper use of all food service equipment in the store in a manner that conforms to company policy.
3. To maintain a clean and sanitary work area and follow the cleaning schedule for the department which includes, floors, walls, sub area, pizza area, and equipment. Also, to help instruct all employees on the proper use of all chemicals.
4. To maintain proper sanitation in compliance with Kwik Fill policies, health department regulations, and other government agencies.
5. To communicate with management all customer complaints, safety hazards, violations of laws and /or company policies.
6. To maintain a neat, personal appearance by following the company dress code. (Apron, hat or visor, gloves, name tag, any authorized promotional material and a hair restraint to pull back long hair).
7. To establish and maintain the necessary levels and build ups of the products available for sale. To maximize sales while still maintaining company levels and goals on waste percent.
8. To follow the necessary levels and build ups of products available for sale. To maximize sales while still maintaining company levels and goals on waste percent.
9. To make sure all products are coded, rotated and have the proper date, time, and initials. (Cold foods, hot foods, roller grill items, cooler and freezer products).
10. To see that any product that is out of date or aged is thrown out and accounted for on the waste sheet.
11. To perform duties and assignments directed by store management.
12. To present or reinforce an image that will not be detrimental to Kwik Fill's name.
13. Adhere to all company policies contained in the policy manual and food service manual.
14. To order product for the Food Service Department.
15. To complete any paperwork required in the Food Service Program. This includes waste sheets, transfers, inventory sheets, gross profit calculations and other necessary forms.
16. To remain current by instructing and training personnel on the food service monthly specials and any changes in the food service programs.
17. To write or assist in writing the weekly schedule for the deli.
18. To make sure that all POS signs are maintained in the food service department and are accurate, appealing and current with proper placement.

19. Food Service Manager is required to assist the store manager in achieving the budgeted GP%, sales, and labor figures and operate under budgeted labor percent.
20. Responsible to make sure the temperature log is done every 4hrs that the store is opened. To keep these logs on file for at least 90 days.
21. To remain current on and train all new food service programs. Coordinate this with the store manager by setting times to train these programs and any new store personnel.
22. To periodically sample our products to new and current customers and neighboring businesses as well as hand out menus and suggestive sell to increase sales.
23. Be responsible to accurately complete the food service inventories when needed and to calculate the gross profit. This should be done on a consistent basis.