



**Job Title: Kitchen Clerk**

**Department: Deli**

**Reports To: Deli Manager**

**Pay Range: \$17.50-\$19.50/hr + tips**

**General Purpose of the Job:**

The purpose of a Kitchen Clerk is to prepare grab and go items, prepare various deli foods, keep deli items prepped and ready all while providing exceptional and timely service. The Kitchen Clerk will spend most of their day preparing hot and cold ready-to-eat foods to pre-established standards and amounts.

**Essential Job Duties and Responsibilities:**

- Direct hand in the creation or preparation of deli items.
- Aware of proper food preparation, safety techniques and health standards.
- Use of commercial and industrial machines: i.e., deli slicers, food processors, dishwashers, ovens etc. and able to use them safely.
- Attentively and accurately assist in routine temperature checks.
- Treat co-workers with respect and kindness. Be a team player.
- Communicate with manager regarding any deli issues or matters.
- Listen attentively and implement tasks that may be delegated to you by your manager.
- Execute a daily list of tasks specific to your scheduled shift.
- Remain flexible when incidents, emergencies or call-ins arise.
- Keep a clean work environment.
- Execute other duties as assigned by supervisor or manager as needed.

**Supervisory Responsibilities:**

The position of Kitchen Clerk has no supervisory responsibilities.

**Education and/or Experience:**

- No education requirement's

**Certificates, Licenses, Registrations:**

- Valid Driver's License or Photo ID
- Social Security Card



- U.S. Passport (to substitute for Photo ID & SSC if needed)
- WA State Food Handlers Certificate (must have upon starting date)

**Qualifications:**

- Basic reading/writing/math skills
- Interest in food preparation.
- Ability to work in close quarters with other individuals.
- Dependable and Flexible on availability.
- Multitasking and prioritizing abilities necessary.
- Ability to hold cleanliness to a high standard.
- Understanding of food safety standards.

**Physical Demands:**

Physical demands of the position entails standing, walking, use of your hands, reaching above your head and speaking/hearing most, if not all the time during any given shift.

Additionally, as a kitchen clerk you may be required or asked to assist in lifting up to 50lbs.

**Additional Information:**

Schedules may differ upon season and business changes. Flexibility in your availability may be necessary for proper coverage or business needs.

Country Aire is an at-will employer and may terminate the employment relationship at any time, without cause, and with or without notice.

---

**\*\*Please sign below to acknowledge job requirement's\*\***

I, \_\_\_\_\_, have read and accept the terms of the position.

X\_\_\_\_\_

(Employee's Signature)

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_