



JOB DESCRIPTION

Title: Food Prep/CSR

Classification: Non-Exempt

Salary Range: \$16/hour

Original Date: 7/16/2021

Department: Natchez Trace Market

Position Status: Full Time

Reports to: NTM GM

Date of Review: N/A

Job Objective

As a **Food Prep/Cashier Team Member** working in our store, you'll be responsible for overseeing the daily operations. You will be expected to have flexible availability to support the business operations. The ideal candidate for this position is passionate, determined and driven to succeed. Someone who handles unexpected situations with complete clarity and focus. A positive attitude and dependability are must-have traits to be successful in this role. In this role, you will directly contribute to the inclusive and friendly environment that has helped establish our company as the iconic brand that it is today.

Full-time position working Saturday - Tuesday. The ideal candidate will have flexibility to work holidays, weekends, days and nights. All retail and food service experience accepted.

Spanish-speaking candidates are highly encouraged to apply!

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare breakfast, lunch and do meal prep for dinner, as well as the weekend meal planning.
- Responsible for meal menu and preparation, food storage, and all state and local health service reviews.
- Participate and teach other staff rules and regulations of dietary to ensure safety.
- Monitor food temperatures, ensure foods are served and stored at a safe temperature.
- Demonstrate ability in performing stock inventories and purchasing requirements.
- Strive to maintain knowledge of state, and local laws, rules, and best practice guidelines for dietary.
- Supervise and maintain the food storage area to ensure that it is clean, organized, and in compliance with health department regulations.
- Conduct daily checks of water temperature and refrigerator/freezer temperatures.
- Develop a system for logging/documenting weekly inspection of food service area, food storage area, and equipment.
- Keep equipment in running order by following operating instructions, troubleshooting breakdowns, performing regular cleaning, and reporting need for repairs.

- Complete regularly scheduled inventories of food and cleaning items.
- Engage with the store team and customers to provide excellent customer service.
- Manage our food operations, ensure food safety, and promote food service.
- Promote teamwork and maintain store cleanliness.
- Support recruiting, training, and developing the best store team to improve performance.
- Motivate and engage the store team to provide great food.
- Create and support a positive and fun work environment.
- Exhibit professionalism in appearance and conduct.
- Provide store support by conducting team member training, food presentation, completing inventory counts, following food concept program guidelines, and running the cash register when needed.
- Help manage controllable costs.

Competencies

Leadership

Customer Focus

Flexibility

Time Management

Qualifications

- Must be 21 years of age.
- High School Diploma/GED or equivalent experience.
- 1+ years of food service management experience in a quick service bakery or fast-food environment, with preferred emphasis in ready to eat foods.
- Experience in a convenience store environment.
- Strong communication skills; must be able to speak, read, and understand English.
- Familiarity and experience with restaurant grade kitchen equipment such as knives, scales, speed ovens, and turbo chefs.
- The ability to provide positive leadership and promote teamwork within the food team.
- A sense of focus on engaging with the store team and customers to provide excellent service.
- The desire to learn how to prepare great food.
- Experience in a fast-paced environment.
- A comfort level for multi-tasking.

Special Position Requirements

- Valid Tennessee Driver's License.
- Must have availability to work a changing schedule, including nights, holidays and weekends.

Preferences

- Multi-lingual.
- Serve Safe Certified.

- ABC certified.
- Excellent interpersonal, guest service and oral communication skills.
- Proficient Knowledge of Microsoft Office.
- Proficient Knowledge of Food and Beverage Software (Aloha)
- Creative, highly motivated, eager, and enthusiastic while implementing company policies, standards, programs and procedures.
- Ability to manage in a diverse environment with focus on client and customer services is essential to success in this role.
- Excellent attention to detail and takes personal pride in all that you do.
- Reads each situation and reacts productively to an ever-changing environment.
- Flexible and adaptable to a change.

Work Requirements

- Be able to work in a standing position for long periods of time (up to 9 hours).
- Ability to lift up to 50 pounds (carrying cases of milk, etc.), perform repeated bending, standing, reaching.
- Have sufficient visual ability to check identification and process credit card transactions.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Loveless Properties is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V