



"THE HOMETOWN FOLKS"

## Job Description

### Full Time Food Service

Hours for Full Time Staff can vary based on the needs of the store in order to provide Customer Service. Stores that are not open 24 hours may have shorter or longer shifts as needed. Basic shifts are:

1<sup>st</sup>: 6 am to 2 pm

2<sup>nd</sup>: 2 pm to 10 pm

3<sup>rd</sup>: 10 pm to 6 am

As an employee you are expected to work diligently and keep the interest of the company in mind at all times. Our policy is to deal with our employees fairly and honestly and we would expect the same from you. We recognize and respect each employee as an individual with personal ambitions and goals. In order for you to grow along with us, we expect you to share the ambitions, problems, successes and rewards of Quik Shoppe. Both of us working together will make our company a great place to work.

#### EXPECTATIONS:

##### Customer Service

- Greet customers as they enter the store.
- Exceed ALL of their expectations.
- Always thank the customer and ask them to come back.
- Suggestive Selling is required.
- Be dependable
- Follow the Quik Shoppe dress code.

##### Shift Duties

- Keep the deli case stocked, clean and fresh.
- All areas should be clean and sanitized as needed.
- Clean dining areas and microwaves clean.
- Check bathrooms hourly and clean as needed.
- Clean and sanitize dishes.
- Wear hair net or ball cap at all times.
- Wash hands thoroughly and wear gloves while serving food.
- Follow recipes and cook daily specials.
- Follow menu and learn prices.
- Learn proper portion control and serving sizes.
- Learn proper procedures for handling and storing perishable foods.
- Always rotate. Follow the "first in, first out" rule (use old product first).
- Learn proper storage procedures for non-perishable foods. Breakdown all cases and rotate product.
- Empty all trash each shift as needed. Always keep trash bags below 30lbs. Tie off and add new liner. Do not lift too much at one time.
- Keep floors degreased with hot water and degreaser as often as needed to minimize slips and falls.
- Process chicken as soon as it comes in so that large boxes of chicken do not have to be moved.

##### Communication

- Communicate with the manager on any shortages of product.
- Relay situations involving the security of the store that occurred on your shift; shoplifting, customer injuries, etc.
- Communication with the manager is good teamwork.

Observe and use all the following safety precautions when using the listed equipment:

- Must be 18 years of age to operate all equipment
- SLICER - Hand guard down at all times.
- FRYERS - Know how to use and release pressure properly.
- KNIVES – All knives are sharp. Be cautious when handling and cleaning.
- HOT WATER – The hot water is extremely hot. Be cautious.
- Never lift heavy cases, always break out cases and store singularly.

The above listed duties are essential functions and other duties may be required. Duties are subject to change at the discretion of management.