



Randall's Farm & Greenhouse

631 Center Street
Ludlow, MA 01056

Job Description: Lead Deli Clerk

Reports to: Executive Chef

The primary responsibilities of a Lead Deli Clerk include ensuring that established needs for Customer Service, slicing of meats and cheeses, making of sandwiches, packaging of baked goods, basic food preparation, stocking of supplies, dish washing, and daily sanitation are met. Responsible for communication between Food Service Director, Executive Chef, or Production Staff and the Deli staff. Responsible for communicating Deli needs to Management Staff. Performs other related duties as assigned including assisting other departments.

Daily Tasks Include:

- Customer Service: Taking food orders accurately, serving prepared foods, slicing meats/cheeses, making sandwiches. Ensuring that staff prioritizes customer service, greeting customers promptly and politely.
- Food Preparation: Stocking of sandwich bar, washing of produce for use, sandwich platters, cutting baked goods, preparing sandwiches. Donut Making as assigned.
- Packaging/Labeling/Merchandising: Ensuring that bakery product is packaged, priced, and labeled according to established guidelines including allergy information. In addition, that the product is rotated and merchandised attractively.
- Stocking of Supplies: Ensure that par levels of paper goods and food supplies are replenished. Communicate needs for additional equipment and supplies.
- Daily Sanitation: Ensure that daily sanitation needs are met including counters and equipment, washing dishes including slicer parts, mopping, utilizing proper chemicals
- Maintains proper dress and adheres to company policies.

Minimum Education: High School equivalency.

Age Requirement: Must be minimum 18 years old for slicer and donut machine

Minimum Experience: On the job training

Skills: Must be able to follow oral and written instructions and established procedures. Communicate in an effective and professional manner.

Physical Requirements: Prolonged standing/walking required. Moderate to strenuous physical effort: (lift/carry frequent up to 50#.)

Working Conditions: Subject to burns and cuts; exposed to hazards of heat and cold of freezer, wetness, and odors in kitchen; exposed to varying degrees of kitchen elements.