



# NOW HIRING

**DELI ASSISTANT MANAGER**

**Store Location:** 1150 West Street, South Amherst, MA 01002

**Department:** Deli

**Job Status:** Full Time

**Reports To:** Department Managers, Upper management, Ownership

**Grade/Level:** Culinary Degree Preferred

**Work Schedule:** Managers, Assistant Managers and Supervisors and buyers are expected to have weekend, weekday, day, evening & holiday availability. As part of the management team it is an essential function of the job to have management coverage each day of the week, including weekends.

**Amount of Travel Required:** Occasional

**Positions Supervised:** Kitchen production/catering staff and sales staff

**Experience:** Two to Four years related experience

**Certificates & Licenses:** ServSafe Certification & Allergen Awareness Training

## SKILLS & ABILITIES

- Professionalism
- Cooking
- Catering
- Training
- Employee Management
- Ordering
- Customer Service
- Strong Communication
- Prioritizing daily tasks

## OVERALL RESPONSIBILITY

- Customer Service
- Sales
- Answering telephones
- Maintain, and update accurate recipe book.
- Create, prepare and purchase quality food for daily retail & catering.
- Use and maintain recipe books
- Assisting customers with questions or directing them to someone who can assist
- Teamwork & communication
- Contribute to maintaining a clean and safe work environment

## KEY JOB DUTIES (not exhaustive)

- Maintain regular and prompt attendance at worksite
- Perform other duties as assigned
- Uphold store policies and procedures as well as department policies and procedures
- Participate in updating and improving sandwich menu & catering menu.
- Assist manager in determining & maintaining appropriate prices for items made in-house, items bought, items on sandwich menu & catering menu.
- Create & maintain appealing food presentation.
- Employee management (includes but is not limited to: delegating duties, scheduling, training, hiring, firing, disciplining, enforcing company & department policies, administering employee recognition & appreciation).
- Ordering inventory and supplies.
- Assist in seeking and utilizing best prices possible from all vendors.
- Provide outstanding customer service.
- Assist in determining weekly sale items & seasonal featured items.
- Promote new items, bought or produced with an emphasis on local and seasonal.
- Assist in scheduling for daily manager/supervisory department coverage until 5:00 p.m.

- Maintaining appropriate staffing throughout the department in the absence of the department manager. (Arranging for coverage in the event of sick calls or unexpected staff absence.)
- Check and respond to email throughout business day
- Manage COG, payroll and inventory
- Attend scheduled manager's meetings in manager's absence and pass along pertinent information to department employees
- Schedule three department meetings per year (January, April, and August) discuss and pass along relevant information, changes in store or department policies, procedures etc.

**Fill out an application at:** <https://www.atkinsfarms.com/employment-application/>

**Email resumes to** [rihana@atkinsfarms.com](mailto:rihana@atkinsfarms.com)

Atkins Farms is a locally owned and operated business with locations in South Amherst, MA and North Amherst, MA. We strive to exceed our customers' expectations by providing the highest quality selections possible, locally produced and privately labeled goods as well as conventional and seasonal products. We provide a safe, clean and comfortable shopping environment, with exceptional customer service from a staff of dedicated and knowledgeable employees. Customer satisfaction is our goal. We believe that actively supporting community events and local organizations strengthen the community. Atkins Farms offers employee benefits and competitive wages based on experience and skills.