



Helping you to live well and be healthy.....naturally!

Position: **Kitchen Clerk**

Status: Full time

Permanent

Salary \$16.50 - DOE

Reports to: **Kitchen Manager**

Job Functions: To prepare to order and serve fresh, high-quality food or beverage while providing prompt, friendly, and helpful customer service. To help the food service department meet its goals for sales, margin, labor costs and customer service while fostering a team environment.

Responsibilities:

I. CUSTOMER SERVICE

- A.
- B. ***Prepare food or beverage to order or serve from the hot or cold cases in a prompt, friendly and helpful manner***
- C. Offer tastes, samples, suggestions for purchases and ways to prepare products to customers
- D. Maintain specials and menu boards.
- E. Report customer suggestions, comments and complaints to supervisor, chef, or cook
- F. Label or sign items with price and ingredients
- G. Prepare food or beverage for special orders or catering jobs.

II. DEPARTMENT MAINTENANCE

- A. ***Ensure freshness of items by rotating batches by date. Pull old, dated, or low-quality items and then record and dispose of them properly following established procedures.***
- B. Maintain counter, deli cases and prep areas in sanitary and orderly condition following health department regulations.
- C. Buss seating area, removing dishes and trays, wiping clean all surfaces, removing trash promptly.
- D. Stock and tidy up condiments area.
- E. Sweep and mop counter areas as needed.
- F. Follow safety, storage and labeling procedures.
- G. Use equipment safely. Monitor cooler temperatures. Inform Kitchen Manager of equipment repair and replacement needs.
- H. Inform kitchen of low quantities or sold-out product.
- I. Participate in periodic inventory counts.
- J. Carry out established opening and closing procedures.

III. OTHER

- A. Practice safe food handling and storage as required by the Health Department and stay up to date on food handling safety certificate.
- B. Follow company policies and practice safety on the job
- C. Perform other tasks assigned by your Supervisor (Manager).
- D. Propose new ideas for efficiency or products for the store.

Qualifications:

- Experience or interest in natural food industry.
- Dexterity with hazardous equipment.
- Willingness and ability to learn and meet the changing demands of the job
- Able to handle multiple demands and follow through on commitments
- Experience serving the public with a friendly, outgoing personality.
- Able to lift 50 lbs and stand for long periods.
- Regular, predictable attendance.
- Knowledge of the natural food industry.
- Eureka Natural Foods strongly encourages individuals seeking to understand more about living natural lifestyles to apply. Eureka Natural Foods is committed to ensuring its customers live well naturally and are eager to find employees who desire promoting this.