

# Deli Supervisor Job Description

The Deli Supervisor works under the direction of the Carriage House Manager in the daily and overall operations of the Carriage House. Responsibilities will be divided between working/managing the deli operations and handling “behind the scene” office tasks.

## Skills/Abilities required:

- Ability to foster a team environment
- Communicate well with co-workers and customers
- Flexible schedule
- Sense of Humor

## Floor Tasks (consisting of but not restricted to):

- Ensure deli merchandising is clean & full
- Ensure product is available, rotated, and reduced accordingly
- Organize, produce and distribute wholesale orders
- Organize daily tasks & giving direction to deli staff and working owners
- Training new employees and working owners
- Update Carriage House Manager on store sales trends as they are occurring
- Communicate to Carriage House manager when shortages of ingredients arise
- Work with Carriage House Manager to create new products

## Office Tasks (consisting but not restricted to):

- Understand how to use Bakery production program including wholesale ordering
- Place and receive orders for all ingredients and supplies
- Know how to cost out items and create retail and wholesale prices to achieve target margins

The Deli Supervisor position is a training position to prepare the staff member to perform all responsibilities of the Carriage House Manager, which the Deli Supervisor may do in the absence of the Carriage House Manager.

