

POSITION DESCRIPTIONS

Retail Associate (1) (\$16-\$18 HR)

We are looking for an employee that has the ability to engage positively and helpfully with our customers in purchasing decisions, process transactions, and maintain a clean and visually appealing sales floor. The retail associate's responsibilities include assisting customers with questions, complaints, and returns, processing payments, and arranging merchandise on shelves and in displays.

To be successful as a retail associate you should have an outgoing personality and enjoy interacting with customers. Ultimately, an exceptional retail associate should be able to provide customers with seamless, positive shopping experiences.

JOB RESPONSIBILITIES

- Greeting customers and offering assistance
- Answering customer questions and concerns
- Providing customers with detailed product information and recommendations
- Advising customers about promotional sales
- Totaling purchases and processing cash and credit card payments
- Maintaining a clean and organized retail environment
- Assisting with stock management
- Arranging merchandise on shelves and displays
- Effectively be able to work with co-workers, supervisors, managers within and with different departments
- Any task deemed necessary for the safety and best interest of the customers, employees and company.

JOB REQUIREMENTS

- High School Diploma or GED
- Previous retail experience is beneficial
- Excellent customer service skills
- Good communication and interpersonal skills
- Computer literate and basic math skills
- Available to work on weekends and holidays
- Able to lift and/or carry 25lbs
- Able to stand/walk for hours at a time
- Attend and pass the Department of Health Food Safety Education Program Test

Tanioka's Seafoods and Catering is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

POSITION DESCRIPTIONS

Catering Delivery Driver/Attendant- Level (1) (\$18-\$25 HR)

Delivery Driver/Attendant will deliver food on time, set up buffet lines and if required, attend to buffet line. Replenishing food during buffet service and cleaning up afterwards. You'll also be responsible for maintaining delivery vehicles.

SUPERVISORY RESPONSIBILITIES

- None

JOB DUTIES AND RESPONSIBILITIES

- Provide exceptional customer service by delivering orders promptly and courteously
- Safely load and unload catering orders, ensuring all items are handled with care
- Set up food displays and buffet stations at delivery locations, maintaining presentation standards
- Assist in packing and organizing catering equipment and supplies for transportation
- Maintain cleanliness and organization of delivery vehicles and equipment
- Attend events and functions for on-site catering set up and clean up, and support as needed
- Perform other related duties as assigned by management

REQUIRED SKILLS & ABILITIES

- Ability to lift and carry heavy items, up to 50lbs
- Safe driving skills with a valid driver's license and clean driving record
- Pass a drug screening test
- Knowledge of and adherence to traffic laws and regulations
- Ability to use navigation tools such as onboard GPS and/or web-based physical maps.
- Strong communication and interpersonal skills for interacting with customers and team members
- Flexibility to work evenings, weekends, and holidays as required by catering schedules
- Problem-solving skills to address any delivery-related issues promptly and effectively
- Ability to carry out a series of instructions without constant supervision
- Able to remain professional and courteous at all times
- Must be able to lift and carry heavy items weighing up to 50lbs without assistance. This includes lifting catering equipment, food containers, and supplies in and out of delivery vehicles and delivery locations.
- Ability to stand, walk and move for extended periods during delivery shifts. Catering delivery drivers may be required to transport multiple deliveries throughout the day.
- Ability to handle and maneuver items of various shapes and sizes safely. This includes loading and unloading catering equipment, arranging food displays, and setting up buffet stations at delivery locations.
- Proficient driving skills are essential, including the ability to operate delivery vehicles safely and navigate various road and weather conditions. This involves sitting for prolonged periods and operating vehicle controls effectively.

REQUIRED SKILLS & ABILITIES CONTINUED

- Must have the agility and coordination to move swiftly and safely while carrying items, especially in busy delivery environments. This includes navigating stairs, uneven terrain, and tight spaces while maintaining balance and stability.

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- 1 Year driving experience
- 1 Year previous customer service experience

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