

<p style="text-align: center;">Fisher Foods Marketing, Inc. Job Offer and Description Catering / Prepared Foods Manager</p>
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To: Daniel Anschutz
Position Title: Catering / Prepared Foods Manager
Reports To: Deli - Catering Supervisor
Store Manager
Anticipate Start: September 21, 2015

Founded in 1933 by Joseph Fisher, Fisher Foods Marketing Inc. has been the locally owned leader in the Retail Grocery Industry in Stark County, Ohio. The Fisher Family is committed to the local community we serve, and is currently in the fourth generation of family commitment to the business. Below are Fishers Mission, Vision, and Core Values to which we hold each and every member of Fisher's team of employees accountable:

MISSION STATEMENT

We are committed to providing high quality foods, products and services that enrich the lives of our customers and our employees, and we do so profitably. We live here, we work here, and we are passionate about serving our Stark County community.

VISION STATEMENT

Our vision is to be the highest performance organization in Ohio. We achieve this by empowering our employees, providing an extraordinary customer experience, and delivering positive financial results.

Core Values – Our “CIRCL” of Excellence

Competitiveness: *We are creative and relentless in our pursuit of bringing value and excellent service to our customers while continuously improving our performance.*

Integrity: *We treat employees, customers and vendors with respect, honesty and loyalty.*

Recognition: *We are recognized and respected as THE grocery leader in Stark County.*

Cleanliness: *We provide a safe, clean environment for our customers and employees*

Local Community: *We live here and work here; we are committed to serving our local community.*

Job Summary

The Catering / Prepared Foods Manager is responsible for planning, directing and controlling all functions of the catering and Fishers Kitchen and Marketplace departments, including sales, gross profit, ordering, scheduling, merchandising, inventory and production. He/she unloads product from trucks, stages stock in the back room and in the cooler. He/she dates, weighs, packages, merchandises and sells product. He/she operates stock dollies, mixing machines, slicers, ovens, scales, fryers, mechanical price marking devices, and uses knives and case cutters. He/she works shifts, normally up to 8 hours or more each day. He/she must be able to read, write, add, subtract, multiply and divide. He/she lifts and stacks up to 35# and reaches and stocks product on shelves and racks up to 6 feet high. He/she helps prepare food items for catering customers based on recipes from the Deli- Catering Supervisor. He/ she reconditions product, and follows recipes.

He/she will also coordinate the preparation of food items for catering jobs with the in-store Deli and Marketplace hot foods department.

He/ she helps and meets with customers and potential customers to help with order selection, and uses suggestive selling. He/ she also goes to area businesses to make them aware of what the catering department has to offer, and helps in the preparation of brochures to advertise the catering business.

He / she also checks in vendors, logs spoilage, logs item sales and maintains product freshness. He/ she also works in the cooler and performs sweeping, mopping, case cleaning and general cleaning functions.

When not engaged in working on catering duties, the employee will work in the marketplace and kitchen departments, supervising and improving those departments from the aspects of food and customer service.

Duties and Responsibilities

1. *Write schedules and supervise employees.*
2. *Control inventory, sales, gross profit, quality of product, hours, sanitation standards and company policies and procedures.*
3. *Work shifts.*
4. *Read & write.*
5. *Add, subtract, multiply & divide.*
6. *Lift & stack up to 35 pounds.*
7. *Reach & stock product up to 6 feet high.*
8. *Travel to & from work.*
9. *Give verbal & written instructions.*
10. *Pull or push wheeled vehicles weighing up to 500 pounds.*
11. *Operate slicers, scales, fryers, and ovens.*
12. *Normally work a minimum 8-10 hour shift.*
13. *Provide verbal & physical assistance to customers.*
14. *Sell, weigh, package, wrap and price product.*
15. *Develop recipes.*
16. *Establish policies to control shrink and come up with a "Plan B" for every prepared foods department. This will be reported on as to progress on a weekly basis.*
17. *Perform freshness checks and re-condition product.*
18. *Perform sweeping, cleaning and mopping functions and be responsible for health department inspections along with the general cleanliness of the departments.*
19. *Operate telephones and intercoms.*
20. *Prepare, stock and merchandise product.*
21. *Cook, prepare, and make ready for presentation any catering orders*
22. *Meet with prospective customers to discuss and help the customer with potential catering orders and events.*
23. *Coordinates proper and timely delivery and setup of food at catering events*
24. *Date and rotate product.*
25. *Maintain sanitation standards.*
26. *Bag and remove trash.*

Hours of Work

This position is salaried, with the normal workweek being 55-65 hours. A minimum of 2 days, and a maximum of 3 days will be spent primarily in the Fulton store Marketplace and Kitchen, supervising and revising the prepared foods departments. The remainder of the week, primarily the weekend, will be spent on catering duties under the direction of Joe Pileggi.

It is also understood that due to the nature of the catering business, that evening and weekend work will be an integral part of the employee's weekly schedule, based on customer needs.

Basis of Evaluation

The primary basis of evaluation for this position is the performance of the above mentioned duties, along with customer satisfaction.

The first critical evaluation will be after 90 days of service, as outlined below in the salary offer. Thereafter, the employee will be evaluated at least annually.

Subordinates

Employees in catering department, Deli Department, Kitchen, and Marketplace Foods where appropriate.

Qualifications

1. Honesty, integrity and a strong desire to succeed.
2. At least 5 years experience or degree in culinary arts / catering
3. Basic computer skills in MS Word and Excel
4. Attention to detail and safety
5. Excellent organizational and communication skills.
6. Ability to deal tactfully with human issues with colleagues and customers.
7. Ability to create and maintain cooperative team building relationships.
8. Ability to meet deadlines and work under pressure.

Offer

1. **Initial Salary:** \$1,500.00 bi-weekly (\$39,000.00 Annual)

After initial 90 day period, salary increased to \$1,615.40 (\$42,000.40 Annual) based upon favorable evaluation in 3 measureable areas in prepared foods and catering at Fulton Road Store:

- **Sales totals (increase)**
- **Gross Margin Percentage**
- **Establishment of "Plan B" protocols to reduce waste and shrink**

2. **Benefits**

- 2.1. Company paid pension after 6 full months of continuous service
- 2.2. Ability to participate in Company Sponsored 401-k retirement savings plan after one year of service
- 2.3. Yearly physical reimbursed on payroll by the company.
- 2.4. Company paid health insurance effective the first full month after 90 days of continuous service. There is a 15% employee contribution (already included in current salary offer – increases in cost will be passed along as they occur)
- 2.5. Paid vacation after one year of service and thereafter based upon years of service, one week in 2016 and 2017, 2 weeks after 3 years of service, 3 weeks after 10 years of service, and 4 weeks after 15 years of service.

- 2.6. Six paid Legal Holidays after 30 days of service (New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas) which may be taken at times other than the actual holiday week as business dictates.
- 2.7. \$20,000 life insurance after 180 days of continuous service. There is also \$8,000 life insurance included with the health insurance.
- 2.8. Three paid Personal Days and three paid sick days (Doctor slip required for qualification for sick days) after one year of service (1 personal day and 1 sick day in 2015)

Employee's Acknowledgement

I have carefully read and understand the contents of the position description. I understand the responsibilities, requirements, and duties expected of me and further understand that this is not an exhaustive list of responsibilities, skills, duties, requirements, effort, or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the company reserves the right to revise the functions and duties of the position or to increase or decrease the scope of responsibilities of the position when circumstances dictate, as determined by the President.

Furthermore, I agree to hold the contents of this offer in strict confidentiality, not informing any parties of the contents of this offer other than immediate family, or when required by law.

I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the company has a similar right.

Employee's Signature

Date