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[www.silverbowinn.com](http://www.silverbowinn.com)

**inn • bakery • restaurant • catering • cinema**

## **POSITION:**

Expeditor / Pantry Supervisor

## **PURPOSE OF POSITION:**

Under direction from kitchen supervisor and limited direction from general manager and owner, receives and organizes all products delivered.

## **DUTIES/RESPONSIBILITIES:**

Responsible for aiding deli and counter staff during busy hours to make sure that all food is served in a timely and quality manner.

Responsible for organization and cleanliness of walk-in and all pantry areas.

Responsible for proper rotation of all products to prevent food waste.

May be required to perform certain tasks outside of job description.

## **KNOWLEDGE AND REQUIREMENTS:**

Ideal applicant has excellent organizational skills and can function under limited supervision.

Must be able to lift at least 50 pounds.

Must have Alaska food workers card.

Able to communicate verbally, and understand and follow written and verbal instructions.

## **WORKING CONDITIONS:**

Bakery kitchen at Silverbow, 120 2<sup>nd</sup> Street

## **ASSIGNMENT/APPROVAL OF WORK:**

Receives direction and approval from kitchen supervisor.

## **RESPONSIBILITY/ACCOUNTABILITY:**

Directly impacts the day-to-day operation of the Silverbow Bakery, Inn, and Catering.