



Yellowknife
Co-op

You're at home here.

Career Opportunity

Title	Meat Cutter
Co-op	Yellowknife Direct Charge Co-op
Location	Yellowknife, Northwest Territories

Benefits of working at Yellowknife Co-op include: a competitive salary, annual vacation, employer-matched pension plan, comprehensive group benefits plan, career development opportunities, and annual performance plan.

As the capital of the Northwest Territories, Yellowknife has a lot to offer, from shopping in upscale boutiques and fine dining in award-winning restaurants to almost unlimited recreational opportunities. Located on the shores of the Great Slave Lake, this vibrant and prosperous city is known for its midnight sun, aurora borealis and a unique blend of northern culture and bustling city living. Yellowknife Co-op is a retail consumer co-operative that provides a fast paced, growth oriented work environment. Our team has a reputation for providing fair prices and the best customer service in the North. If you think you've got what it takes to work and play here, we'd like to hear from you today.

Duties and Responsibilities

The Meat Cutter is responsible for operating the Meat Department in a safe and efficient manner. The Meat Cutter will provide direction and training to the clerks to ensure product quality, proper ordering, pricing, handling, controlling and food safety of merchandise and the integrity of transactions involving assets. The Meat Cutter will order, receive, store, process and merchandise all products in the department, while maintaining profitability, high quality products and service levels.

Responsibilities will include the following:

- Provide training and direction to clerks in the Meat Department.
- To provide customer service in a manner that models exemplary conduct to other staff and maintain positive member relations through the proper handling of questions, comments and complaints. Effectively work in a diverse team environment in a proficient and friendly manner.
- Has knowledge of and adheres to all policies and procedures pertaining to the operation of the meat department.
- Operates the meat sales and stock areas in an efficient manner and ensures price integrity to facilitate the accurate processing of sales. Responsible for ordering, receiving, processing and merchandising of product for the counter to ensure an adequate selection of product is available with requests from the meat wrapper as a priority.
- Required to do counter set up, merchandising and closing as per department requirements. This includes correct product storage, sanitation and clean up.
- Replaces stock, rotates current stock and ensures satisfactory inventory levels.

- Ensures the proper care, use and maintenance of all equipment, software and links; including reporting required repairs to management.
- Presents a neat and clean department while maintaining cleanliness and sanitation standards.
- Assists the Meat Manager/Assistant Meat Manager in the implementation of plans and procedures for the Meat operations; administers plans and procedures to enhance operations.
- Performs duties following established safety, health and environmental regulations and standards to ensure the safety of all customers and staff.
- Understands, follows and instructs all pertinent Food Safety guidelines, procedures and requirements.
- Ensures the proper handling of merchandise.
- Provides directions to staff ensuring daily functions are completed in an organized and efficient manner.
- Provides technical training with day to day instruction and verbal feedback.
- Shares successes and fosters an atmosphere of success for the front end team.
- Performs other duties as required.

Qualifications

- Must be a journeyman meat cutter or have the equivalent meat training and experience, or be part of an in store apprenticeship program.
- Must be knowledgeable in food preparation and handling.
- Must be physically able to:
 - work overtime as required
 - break down and reassemble all equipment in the department for sanitation purposes
 - work with the hazards associated with the trade
 - work performed in cold temperatures
- Manual dexterity required to use department equipment and peripherals
- Ability to add, subtract, multiply and divide – math skills to ensure accuracy of all transactions, inventory and procedures
- Experience leading and motivating retail teams
- Driven to deliver superior service by exceeding customer expectations
- Able to work as a team player in a fast-paced, energetic environment
- Present a professional image in appearance, words and actions
- Excellent verbal, written and interpersonal communication skills
- Open availability and flexibility to work nights, weekends, store opening and closings to meet the needs of the business
- Computer literate with a working knowledge of Microsoft office software packages and e-mail.

If you do not currently reside in Yellowknife, this position could also include assistance with relocation.

Applications are being accepted via email to Arctic Co-operatives Limited

[Human Resources](#) or by fax 204-632-8575