# **(**InterExchange

# **Host Profile**

# Murphy's Marketplace - 2024 Summer

Family owned retail supermarket in South Jersey that's been in business for over 40 years! We are business that is focused on Customer Service and our Community.

### Video

https://www.youtube.com/watch?v=GPJEaE-IF98

## **Preferred Dates**

**Start** May 01 2024 - Jun 19 2024

**Finish** Aug 27 2024 - Oct 07 2024

### **Business**

#### **Bonuses Available**

Student must work through agreed starting and ending dates, must have excellent work performance and attendance with no written disciplinaries to be eligible to receive bonus for all regular hours worked during their employment with Murphy's Markets.

### **Uniform or Dress Code Requirements**

Murphy's t-shirts and fleece jackets will be provided at no cost to the student. Students will be required to wear black pants and shoes without open toes.

#### Work Schedule Details

Schedules are written according to our projected business and are posted weekly. We work with students requests for certain shifts and days off. Changes will be discussed personally with the student.

**Meals Included** 

none

**Paycheck Deductions (in addition to taxes)** besides any normal taxes, housing is taken from their paycheck

**Drug Testing Requirements** No

### Housing

Housing Type Provided

### Description

For Summer 2024 students will share housing in one of three almost new apartments located next door to each other. All appliances, including TV and internet will all be provided to students. Rooms are dormitory style with 4 to 6 students to room. The house is located across the street from Murphy's Fresh Markets and is just 2 blocks from the beach.

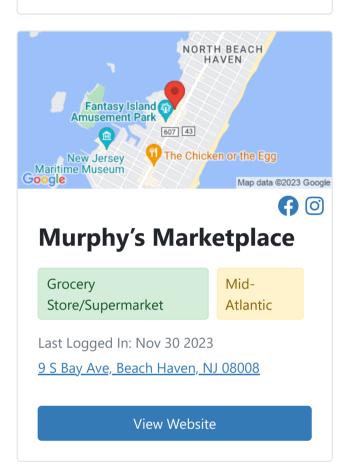
**Rent** \$75.00/week

Housing Deposit \$200.00



Murphy's Marketplace is interviewing for all positions on **Dec 21.** Sign up now to secure your spot!

Sign up now!



#### **Housing Deposit Refund**

\$125 of the deposit is refundable if there are no noise complaints, damages, and the house is kept clean so that we don't need to hire a cleaning crew to clean it. Deposits will be returned to student in their last paycheck issued (via direct deposit), once their area and house has been inspected on the day of departure.

Rent deducted from wages

Yes

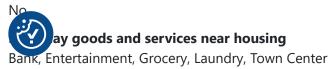
#### **Furniture in Housing**

Bed, Chairs, Couch, Dishes, Linens/Bedding, Pots & Pans, Silverware, Table, Other: internet, roku streaming on TVs

#### Utilities included at no additional cost

Electric, Internet, Trash, TV, Water

#### Utilities available for additional cost



#### **Distance from work**

1 block

**Available Transportation** 

We are 1 block away.

**Estimated Transportation Cost** 

\$0.00/week

### **Cultural Opportunities**

#### In the area

There are weekly music concerts, history walks/talks and a theater along with fireworks throughout the summer within blocks of our store.

#### **Provided by Host**

Occasional Pizza days, Ice cream parties, BBQ's and the opportunity to travel to Philadelphia and NYC and Atlantic City.

### **Job Listings**

Deli Worker	
5 Positions	<b>\$15.13</b> /hour
Maybe Overtime	35 hours /week
	Overtime Wage 😮
	\$22.70 /hour
Position Description	

Deli Workers are responsible for preparing hot and cold food and beverages, such as sandwiches, salads, grilled items, coffee, tea, etc. Deli workers will also be expected to assist with setup and cleanup at the beginning and/or end of the day, which includes cleaning and proper storage of food items. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

<u>SWT Regulations</u> prohibit employment In positions declared hazardous to youth by the Secretary of Labor at Subpart E of <u>29 CFR part 570</u>. This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning of such machines or the individual parts or attachments of such machines, regardless of the product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).

#### **Additional Description**

Our Deli department offers a wide variety of delicious sliced meats and cheeses, ideas for easy entertaining, and countless meal solutions and suggestions. In this department, you'll work closely with a team to help make great meals easy and provide incredible service to our customers. If you have a passion for food and enjoy working in a fast-paced environment, then this could be the role for you! A Deli Clerk's responsibilities include, but are not limited to, the following: • Providing premier customer service, including greeting them and responding to questions • Maintaining Murphy's high standards for product freshness and sanitation • Dynamically selling product by providing customers with information needed to make product-related decisions • Selecting and packaging products ordered by customers • Filling, maintaining and rotating products and displays • Preparing special orders and party trays • Operating meat and cheese slicers, oven, fryer, microwave, cutting tools, scale and other Deli equipment • Assisting in other duties, as assigned Qualifications Required: The required gualifications are as follows: • 18 years of age or older • able to deliver friendly, courteous, prompt customer service • able to read, write and perform simple math problems able to interpret, understand and follow instructions and solve problems Work Conditions A Deli Clerk's duties are performed primarily in the Deli department. Work includes walking, standing for

prolonged periods, and lifting deli products weighing up to 50 pounds. Duties also include frequent interaction with customers and associates. Job Type: Part-time Required education: • High school or equivalent

Food Prep/Prep Cook	
3 Positions Overtime	\$15.13 /hour 35 hours /week Overtime Wage @ \$22.00 /hour

#### **Position Description**

Prep Cooks are responsible for preparing and cooking orders per recipe guidelines, preparing batters, slicing meats and vegetables. You will be in charge of restocking and maintaining workstations to assure plenty of product is always available, and for cleaning of all workstations at the end of the day, including sweeping and mopping of floors. Your employer may ask you to perform other duties related to your job type. If you have guestions or concerns about this, please contact InterExchange.

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#### **Additional Description**

Customer Service is a major component of this position. This Associate performs a variety of functions within the Deli arena of the store; including Greeting & receiving customers, stocking shelves & maintaining company Food Safety & Sanitation guidelines. Essential Responsibilities: • Greets customers, process orders in a kind, cheerful, & knowledgeable manner. • Responsible for preparing items, maintaining and organizing the deli display and hot food preparation. • Adherence to all Food Safety & Sanitation guidelines & preparation methods, as per company policy. • Demonstrates upon completion of training foundational understanding of products carried, preparation & serving suggestions. • Cleaning & maintenance of work area including sweeping and stock replenishment Requirements Not Specified Language Not Specified Minimum Age 18+ years old Additional • High School / GED equivalent • Demonstrates ability to understand and implement verbal and written instruction • Must be able to work in a physical environment, including lifting of up to 50 pounds, consistent standing / walking during shift. • Must be able to work established shift designated by the store location. Benefits We offer competitive compensation and benefits! Job Industries Customer Service Food & Restaurant Retail

#### Cashier

#### **5** Positions

Overtime

\$15.13 /hour 35 hours /week Overtime Wage @ \$22.70 /hour

#### **Position Description**

Cashiers are responsible for displaying a professional, pleasant attitude to all customers. Cashiers scan customers selected items for purchase, provide purchase transactions, and ensure proper handling of American currency, debit and credit card purchases. This position requires excellent skills in English. This position will provide the opportunity to work directly with the public and gain skills in American customer service. Students may be expected to work in other areas of the store as directed by management. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

#### **Additional Description**

POSITION DESCRIPTION: To ensure the highest level of service possible to Murphy's Markets both internal and external customers. This Associate knows all functions of the register system and all cash handling procedures and regulations. Identifies and rings up all products correctly. The cashier collects payment in all forms and responds promptly to customer needs and questions. Performs a variety of functions including greeting & receiving customers, bagging groceries, cleaning register and belts through-out shift. POSITION RESPONSIBLITIES: Customer Service a. Treat people fairly, consistently, and with respect. b. Ensure efficient, informative, and friendly service according to established customer service vision and standards. Front End Operations a. Ensure that customers are checked out with minimum waiting. b. Support, encourage, and respect co-workers c. Work with supervisor to set and achieve goals for development d. Comply with Murphy's Fresh Markets Policies and Work Rules, as well as, federal and state laws e. Maintain open lines of communication with supervisors and coworkers to ensure efficient department operations. f. Engage customers in friendly conversation while making eye contact and smiling g. Proactively offer additional assistance or services and thank the customer for shopping at Murphy's Fresh Markets. h. Properly bag items to ensure products arrive at their destination in the condition they left the store i. Maintain a clean, organized, and well-stocked work space j. Efficiently and accurately scan items, process payments and provide accurate change k. Execute Front End initiatives and programs with high standards POSITION REQIREMENTS: Delivers superior customer service while working with customers and associates to promote sales. Work includes repetitive hand and arm movements, lifting, standing for up to 4 hours without a break, occasional bending, frequent reaching, moving and lifting, along with continuous interaction with customers and co-workers in a fast-paced environment. The average weight range of items lifted is 5-12 pounds with a maximum weight lifted of 40 pounds occasionally. May be exposed arious allergens (things that may cause an allergic reaction).

#### **Grocery Clerk**

#### **3 Positions**

Overtime

\$15.13 /hour 35 hours /week Overtime Wage \$22.70 /hour

#### **Position Description**

Grocery Clerks are responsible for unloading the grocery truck, parceling out the groceries to the shelves, leveling the grocery shelves and checking for date rotation, putting later expiration dates in the back and closer expiration dates in the front of shelves. You may have to perform these duties for both regular as well as frozen/dairy groceries. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

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#### **Additional Description**

POSITION SUMMARY: Assists with ordering, receiving, stocking and display of grocery product, maintains department cleanliness, and provides customer service. POSITION RESPONSIBILITIES: Orders Product as requested. • Receives product deliveries, ensuring order and invoice accuracy. • Stocks, rotates, merchandises and faces product according to department procedure. • Maintains back-stock areas according to department standards. • Trains other staff as needed. • Catalogs and codes invoices, if requested, according to procedure. • Assists in other departments as needed. • Performs other duties as assigned to meet business needs. GENERAL RESPONSIBILITIES: Customer Service • Knows and Adheres to Quality Standards for customer service as outlined by Supervisor. • Adheres to all guidelines around product recommendation and information. • Assists in any other departments as needed. Communication • Communicates openly and honestly with all others in the organization. • Communicates respectfully at all times. • Does not expose customers to internal disagreements. • Resolves conflicts respectfully and in a timely manner, asks for assistance from appropriate supervisor as needed. • Checks mailbox and/or e-mail regularly; at least once per shift. • Participates actively in department team and all-staff meetings. Mission Integration • Knows and promotes the cooperative principles. • Understands Murphy's Fresh Market's Mission and Values • Gains and shares natural foods knowledge, continually accesses new information. • Communicates needs and problems promptly and efficiently. • Operates with a sense of teamwork; incorporates into daily job. Personal Effectiveness • Reports to work for scheduled shifts, on-time and appropriately uniformed. • Understands and adheres to organizational and department policy and procedures. • Accepts and offers feedback and suggestions openly and respectfully. • Accepts direction willingly and follows through with delegated tasks. • Learns and adapts to new tasks or situations quickly and cooperatively. • Maintains job-related confidentiality. • Takes initiative to identify, report and resolve problems before they escalate. • Provides a positive model for co-workers. Technical Skills Quality of Work: • Understands technical requirements of job, applies technical knowledge consistently. • Performs tasks accurately and efficiently, free from errors. • Performs all tasks according to department procedure. Quantity of Work: • Performs tasks consistently at an acceptable rate as outlined by department supervisor. • Organizes tasks efficiently, maintains focus and stays productive. • Achieves established goals and expected results for the department. Safety: • Maintains safe work environment according to all department procedures, federal and state regulations. • Obtains and maintains WA state food workers card, and any other necessary licenses. • Wears protective clothing as required for position. ESSENTIAL SKILLS AND EXPERIENCE • Ability to lift up to 50 lbs. • Ability to read and interpret documents such as department manual. • Ability to prioritize work tasks, multitask, and maintain focus. • Ability to communicate effectively with customers. DESIRED SKILLS AND EXPERIENCE: • Outstanding customer service skills. • Ability to provide effective customer service to members/customers who come from a range of diverse communities. • Ability to communicate effectively and respectfully with people from diverse backgrounds. • Interest in natural foods and cooperatives. • Bilingual skills. Physical Demands • Required frequently: standing, walking, kneeling, squatting, bending, reaching, lifting up to 50 lbs. IMPORTANT DISCLAIMER NOTICE: The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.