

JOB IDENTIFICATION

Title: Dish Room Steward
Reports To: Executive Chef
Prepared By: Kathy Jones

Payroll Type: Non-Exempt
Work Status: Full Time
Prepared Date: 08/26/2020

JOB SUMMARY

Provides support to the Executive Chef in dish room activities, directing volunteers and students in dish room operation and sanitation.

Responsibilities include maintaining dish room equipment and cleanliness. training students and volunteers in the duties of the dish room, ensuring that all cookware, service ware, and cutlery, are clean and stored in the proper place. Maintains the dish room in an inspection-ready condition in accordance with local authority and Second Helpings guidelines. Inventories and reports chemical and supply needs to the appropriate person.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ensure the dish room and mop room (including floors and drains) are clean, well maintained and organized at all times.
- Adhere to all sanitation Federal, State, Local health department and Second Helpings guidelines.
- Train Culinary Job Training students and volunteers on proper dish room procedures, equipment operation, setup and breakdown, and best practices.
- Inspect setup and breakdown of dish room to maintain cleanliness and equipment guidelines.
- Collects and disposes of trash, recycling, and compost from all areas of the operation following established procedures. Maintains cleanliness of those areas.
- Carry out general cleaning as directed to include sweeping, mopping, washing, emptying of rubbish bins and boxes ensuring placement in the correct containers
- Cleans and sanitizes pots, pans, utensils, service ware, and other minor equipment routinely used in the kitchen following established procedures.
- Cleans and maintains floors and walls in kitchen and dish washing area by following standard procedures.
- Ensure all dish room and mop room equipment is clean and in good working order.
- Check all chemical levels in dish room and mop room and inventory and report needs to the Facilities Manager.
- Report any maintenance or hazard issues to the Executive Chef.
- Assist with maintaining useable inventory of rescued food.
- Maintain ServSafe certification.
- Assist with routine cleaning and maintenance of Hunger Relief Kitchen, storage areas, equipment, volunteer break room, and Second Helpings grounds.
- Assist in light food preparation and other Hunger Relief duties as directed by Executive Chef.
- Provide assistance in other areas as requested and when time permits.

Acknowledged by:

Employee Initials: _____ Review Date: _____
Supervisor Initials: _____ Review Date: _____

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies:

Customer Service: Responds promptly to customer needs and resolves conflict appropriately; solicits customer feedback to improve service; treats others with respect; responds to requests for service and assistance; meets commitments; communicates effectively.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed by assisting colleagues willingly and by meeting commitments; able to build morale and group commitments to reach goals and objectives.

Reliability: Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively to meet schedules.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must be a high school graduate or equivalent. Knowledge and proficiency to operate industrial dish washers required. Experience in training a plus.

Must be able to successfully complete ServSafe managers program.

KNOWLEDGE, SKILLS, ABILITIES

Must possess good communication skills. Must have the ability to take and give directions well.

Must be able to work independently and under pressure. Must love to work with people of all backgrounds, cultural groups and economic levels and be friendly and outgoing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. The employee is required to move at a brisk pace most of the time. Must be able to stand for entire shift, taking a break if necessary. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and/or extreme heat. The employee is occasionally exposed to fumes, flame, airborne particles, moving mechanical parts and risk of electric shock. The noise level in the work environment is usually moderate to loud.

SIGNATURE SECTION

CEO: _____

Approved Date: _____

Supervisor: _____

Received Date: _____

Acknowledged by:

Employee Initials: _____ Review Date: _____

Supervisor Initials: _____ Review Date: _____