

Churchill Administrative Services, LLC

JOB DESCRIPTION

Position: Dishwasher/Busser
Division: Property
FSLA: Hourly
Reports To: Executive Chef/General Manager
Date: December 2, 2016

Summary

The primary purpose of this job position is maintaining cleanliness and sanitation standards for china, glassware, tableware, cooking utensils, etc., using machine and manual cleaning methods. This position also ensures the dishwashing area is maintained as a clean, safe and sanitary facility. To act as an ambassador for all customer service related issues and provide the public/clients/visitors with a positive and customer focused impression of Churchill Estates. To proactively liaise with the Service Partners to activate or implement any changes pre or during dining services or events that will improve service standards or reduce any risks to the venue or the public.

Essential Job Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Collect dirty dishes from the Front of the House as needed.
3. Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine.
4. Sort and stack clean dishes. Carries clean dishes to cook's line and other proper storage areas. Rewashes soiled dishes before delivering.
5. Change dishwater in dish machine every hour.
6. Wash pots, pans and trays by hand.
7. Remove trash and garbage to dumpster.
8. Set up or break down dishwashing area.
9. Clean and roll/unroll mats.
10. Fill/empty soak tubs with cleaning/sanitizing solutions.
11. Sweep/mop floors.
12. Assemble/disassemble dish machine.
13. Sweep up trash around exterior of restaurant and garbage dumpster.
14. General restaurant and restroom cleaning as directed.
15. Wipe up any spills to ensure kitchen floors remain dry.
16. Must notify Manager anytime dish machine wash or rinse cycle falls below safety standard temperatures.
17. Never touch dirty dishes before touching clean dishes without washing hands first.
18. Adheres to Churchill Residential dress code as far as a cleaned, groomed appearance and no visible tattoos or piercings other than as described in the Employee Handbook.
19. Promotes a clean, safe and neat environment for residents, staff and self.
20. Must take necessary precautions and follow correct procedures for lifting and bending, and direct staff accordingly.
21. Demonstrates knowledge of fire safety procedures and assists with evacuations of residents to a safe location in the event of a fire or other emergency.
22. Performs in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures.
23. Other duties as assigned.

Knowledge and Skill Requirements

1. Must be able to read labels on chemicals.
2. Food Handlers Certification required within 14 days of employment and maintained current status.
3. Must be able to work a flexible schedule.
4. The ability to get along with others, to be flexible, patient, and able to work as a member of a team.
5. Knowledge of work place safety procedures.
6. Good personal hygiene habits are required to comply with Department of Health practices and regulations. Must maintain uniforms in a clean and neat condition.
7. High School education or equivalent preferred.
8. Prior server training or experience is helpful, but not required.

Physical Requirements:

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Weight Lifting & Exerting

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Work Environment

1. Senior or Family Living Community
2. Normal Food Service/Kitchen environment, hot damp environment
3. This position has been determined that it may have occupational exposure to blood borne pathogens. The company's Exposure Control Policy for blood borne Pathogens should be executed where such incidents occur.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of the all the activities, duties or responsibilities of the employee.

I have read and understand the job description for Dishwasher. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

Employee Signature

Date