

## Position Description

### Dishwasher

**Department Head:** Kitchen Manager

**POSITION SUMMARY:** Under the direction of the Kitchen Manager, the primary purpose of the dishwasher position is to clean dishes, utensils, cookware and other things that come through the kitchen and assist in light prep work when necessary.

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

#### *Major Activity: Cleaning*

- Handle the regular cleaning of dishes, utensils, cookware, and other things that come through the kitchen.
- Perform light cleaning around the kitchen based on posted or described steps.
- Maintain a positive attitude when working with different groups of people.
- Keep on track during busy hours to ensure that co-workers and residents have the equipment they need.
- Assist with light prep work during busier shifts.
- Wipe down any wet spots during shifts to keep the floor safe for workers.
- Set up and take down the dishwasher before beginning a shift and at the end of a shift.
- Remove clean dishes and move those dishes to the proper spots in the kitchen.
- Check the cleanliness of each dish.
- Carry heavy racks filled with dishes to and from the kitchen.
- Wash dining tables after every meal.
- Clean garbage cans.

#### *Major Activity: Health and Safety*

- Uses equipment safely, reporting equipment with problems promptly.
- Operates, maintains, cleans and sanitizes all kitchen equipment as is necessary.
- Follows Dominican Sisters of Peace established fire safety policies and participates in procedures.

***Major Activity: Kitchen Management:***

- Assist in stocking supplies such as food and utensils in serving stations, cupboards, refrigerators, and salad bars.
- Washes all pots and pans and cooking utensils as needed during the shift and at the end of each shift.
- Cleans and sweeps floor before and after shifts.
- Set up tables when required.
- Performs all production and clean up duties as assigned by supervisor.
- Strives continually to meet and anticipate resident needs and service. Helps sisters with trays during service.
- Maintains the confidentiality of resident information.
- Attends in-service meetings; shows measurable training effectiveness.
- Helps receive orders.
- Performs other duties as directed.

**REQUIRED MINIMUM QUALIFICATIONS**

**Education:** High School diploma or GED equivalent required.

**Experience:** Experience in restaurant, hospitality or hospital; Must have the ability to follow oral and written instructions.

**Requirements:** Proficient in reading, writing and speaking in English. Must function independently, have flexibility and personal integrity and the ability to work effectively with others. Exhibits consistent positive behavior towards residents, visitors, vendors and co-workers.

**KNOWLEDGE:** Must have some technology and telephone etiquette knowledge.

**SKILLS:** Must possess positive interpersonal skills to effectively communicate; possess problem solving skills; operate commercial dishwashing equipment.

**ABILITY:** Communicate effectively in both oral and written form with staff, sisters, and public; maintain professional and pleasant demeanor, maintain confidentiality, prioritize assigned tasks, follow directions, work independently.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.

- stands and walks intermittently throughout the work day, including sitting and bending
- reaches, lifts, carries and manipulates various office materials, supplies and equipment
- may be required to lift equipment, supplies
- must be able to lift 30 pounds
- must be able to stand for longer intervals throughout the day
- must be able to cope with stress of multi-tasking
- must be able to function independently

- must be in good general health
- work requires continuous activity and with frequent interruptions
- must be COVID vaccinated

**SCOPE OF POSITION:** Directly reports to the Kitchen Manager

**ACKNOWLEDGMENT:** I have read the above job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will and can be terminated by Dominican Sisters of Peace or by myself.

Signatures:

Employee \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_