

<b>Position:</b> Dishwasher (a.k.a. Steward)	<b>Department:</b> Food and Beverage	<b>Supervisor:</b> Executive Chef, Assistant Chef	
<b>Job Titles Supervised:</b> None	<b>Date:</b> October 6, 2017	<b>FLSA:</b> Hourly (Non-Exempt)	<b>Benefits:</b> Eligible if Full Time

**Overview:**

An extraordinary dining experience begins with clean dishes and silverware, with that in mind, the Dishwasher is very important to the success of our business. This person ensures that all dishes and silverware are spotless and sparkling. Responsibilities include safely operating an automatic dishwashing machine, washing pots and pans, performing general kitchen clean-up duties and disposing of all waste.

**Additional Information:**

In order to apply for this position, you must be legally authorized to work in the United States. Upon hire you must complete the I-9 form within the first 3 days of employment.

We expect our employees to approach their work with passion, enthusiasm, and attention to customer satisfaction. We also expect our employees to champion, embrace and live the company values: Fun, Accountability, Concern for Others, Continuous Improvement, and Trust. Our values are at the center of everything we do. We use them as guides to make decisions and chart our course on a daily basis.

**Essential Functions of the Job:**

- *Regular attendance and reporting to work on time, ready to begin your shift is an essential function of employment (being tardy places an unfair burden on the team)*
- *Ability to work flexible schedules (including weekends, nights, holidays) to meet hotel/guest needs*
- *Communicating effectively, both verbally and in writing (i.e. use appropriate language, display proper tone, attitude and body language when communicating)*
- *Ability to understand and follow instructions as directed by supervisor/manager*
- ***Working Safely*** is a condition of employment. All employees must follow the safety policies
- *Performing the job duties as described. (Reasonable accommodations will be considered in accommodating disabilities. If you believe you need an accommodation, please speak with your supervisor, General Manager, or Human Resources)*

**Expectations of all Employees:**

- ✓ Be polite, courteous and helpful to all guests and coworkers, displaying a positive "can do" attitude while maintaining a high level of professionalism consistent with the company values
- ✓ Acknowledge our guests with a smile and friendly "hello." Promptly attend to guest needs
- ✓ Comply with all hotel policies and procedures, i.e. Employee Handbook, Conduct Policy, Safety Policy, etc.
- ✓ Comply with guest privacy standards
- ✓ Report to your supervisor or the MOD, ***immediately, all injuries*** occurring while on duty, *no matter how minor.* (Fraud, Dishonesty and False Statements regarding an injury will result in disciplinary action up to and including termination)
- ✓ Act as a safety and security agent by identifying and reporting potential risks to guests and/or employees to the Manager or General Manager
- ✓ Arrive to work on time (follow call-out policy), and in appropriate work attire, (uniform, foot wear and name tag) neat in appearance
- ✓ Complete work in a timely manner and meet productivity standards/expectations
- ✓ Keep work area clean, neat, and well organized
- ✓ Demonstrate a team behavior and attitude of working together effectively to accomplish tasks (even if outside specific job duties)
- ✓ Seek approval from management prior to working overtime (i.e. punching in early or staying beyond scheduled shift)
- ✓ Perform additional duties as assigned

**Job Duties and Responsibilities:**

- Prepare all tableware for washing (scrape plates, pre-soak silver, and place all items to be washed in their proper rack)
- Set up dishwashing machine; makes sure drains are closed, tanks filled, temperatures at correct level and detergents at proper level
- Wash dishes; stack and store china, glassware and flatware in appropriate kitchen areas
- Thoroughly clean dishwashing equipment and working areas
- Wash pots and pans properly, i.e., pre-soak, wash with proper detergent, and rinse in sanitizing solution or 180 degrees rinse water
- Dispose of waste in manner prescribed by management
- Perform general housekeeping in the kitchen including floors, i.e. sweep & mop, scrubbing heavily soiled areas; take initiative to do extra cleaning when time permits
- Salvage unused items such as butter, preserves, syrups, creamers, etc.
- Ensure proper handling of dishes and glassware to minimize breakage
- Assist in putting away delivery orders
- Report maintenance issues as needed
- May assist in catering or banquet work
- May assist in food preparation, chopping vegetables, making salads, soups, etc.
- May assist in bussing tables during busy times

**Skills Required:**

Provide high level customer service, communicate effectively with guests and team members, follow instructions, ability to learn quickly, pay attention to detail, and maintain composure when working under pressure

**Experience / Education:**

Previous dishwashing experience preferred

**Performance Measurement:**

90 Day performance review, on-going feedback from supervisor, attendance, productivity, feedback from others, Guest Response scores, etc.

**Physical Demands:**

This is a very physically demanding job that requires extended periods of walking, standing, bending, lifting, twisting and kneeling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (See Physical Requirements section for detailed information)

**Employee Acknowledgement:**

I have received a copy of this job description, have read and understand the expectations and responsibilities. I understand that if I need a reasonable accommodation to perform these job duties, I am to speak with my manager, GM, or Human Resources. I recognize that the company reserves the right to modify this job description based on business needs and that I may be asked to perform additional duties as assigned.

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**Manager**

**Date**

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**Employee Signature**

**Date**

### Physical Requirements of this position

The physical demands 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.

**Physical Demands:** Approximate requirements of time tasks are performed in carrying out job duties.

(To update boxes – place cursor to the left of the box, double click, under “Default Value” click on not checked or unchecked to select the box.)

<b>Sitting (Number of hours a worker must be sitting)</b> <input checked="" type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b>
<b>Standing (Number of hours standing)</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input checked="" type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Majority of shift is spend standing and walking while performing tasks</li> </ul>
<b>Walking (Number of hours walking)</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input checked="" type="checkbox"/> 3-7 hours/day <input type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Obtaining and returning dishes and pans to their appropriate places</li> <li>Walking while mopping</li> </ul>
<b>Bending</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent Bending: 1-120 bends/day (15 bends/hour) <input checked="" type="checkbox"/> Moderate Bending: 121-480 bends/day (1 bend/minute) <input type="checkbox"/> Frequent Bending: 481 or greater bends/day (>1 bend/minute)	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Moderate bending required while performing duties</li> <li>Bending to return dishes to lower shelves</li> <li>Moderate bending while mopping</li> </ul>
<b>Squatting</b> <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent Squatting: 1-120 squats/day (15 squats/hour) <input type="checkbox"/> Moderate Squatting: 121-480 squats/day (1 squats/minute) <input type="checkbox"/> Frequent Squatting: 481 or greater squats/day (>1squat/minute)	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Infrequent squatting while returning dishes to shelves</li> </ul>
<b>Kneeling</b> <input type="checkbox"/> Not an essential function <input checked="" type="checkbox"/> Infrequent Kneeling <input type="checkbox"/> Moderate Kneeling <input type="checkbox"/> Frequent Kneeling	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>Occasionally may need to kneel to perform duties</li> </ul>

<b>Twisting</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: 1-120 twists/day <input type="checkbox"/> Moderate: 121-480 twists/day <input checked="" type="checkbox"/> Frequent: 481 or greater twists/day (>1 twist/minute)	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Frequent twisting while performing duties, i.e. washing dishes.</li> <li>• Sweeping/Mopping</li> </ul>
<b>Lifting Floor to Waist</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 50 lbs <input checked="" type="checkbox"/> Moderate: up to 50 lbs <input type="checkbox"/> Frequent: up to 50 lbs	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Moderate lifting from floor to waist while performing duties.</li> </ul>
<b>Lifting to Waist to Shoulder</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 50 lbs <input checked="" type="checkbox"/> Moderate: up to 50 lbs <input type="checkbox"/> Frequent: up to 50 lbs	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Moderate lifting from waist to shoulder while performing duties.</li> </ul>
<b>Lifting Overhead</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent: up to 50 lbs <input checked="" type="checkbox"/> Moderate: up to 50 lbs <input type="checkbox"/> Frequent: up to 50 lbs	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Moderate lifting overhead to perform duties, i.e. putting dishes, pots and pans away.</li> </ul>
<b>Pushing / Pulling</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> 1-3 hours/day <input type="checkbox"/> 3-7 hours/day <input checked="" type="checkbox"/> 7 or more hours/day	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Moderate push/pulling while performing duties, i.e. pushing cart with clean dishes to appropriate areas to put away.</li> </ul>
<b>Wrist / Hand / Fingers Repetitive Movements</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Infrequent <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Frequent	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Moderate wrist, hand repetitive movements while performing duties, i.e. washing and scrubbing pots, etc.</li> </ul>
<b>Cardiovascular - Endurance (Maximum Work-load Required Each Day)</b> <input type="checkbox"/> Not an essential function <input type="checkbox"/> Light energy requirements <input type="checkbox"/> Moderate energy requirements <input checked="" type="checkbox"/> High energy requirements	<b>Tasks (not an exclusive list)</b> <ul style="list-style-type: none"> <li>• Fast paced environment, on feet and in motion for majority of shift.</li> </ul>

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**Manager**

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**Date**

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**Employee Signature**

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**Date**