Position:	Department:	Supervisor:	
Dishwasher (a.k.a. Steward)	Food and Beverage	Executive Chef, Assist	ant Chef
Job Titles Supervised:	Date:	FLSA: Hourly	Benefits:
None	October 6, 2017	(Non-Exempt)	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 no later than your first day 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 eligible employees. 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, <u>immediately</u>, 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 eligible employees 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.

Manager

Date

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 eligible employees to perform the essential functions.

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

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

Sitting (Number of hours a worker must be sitting)	Tasks (not an exclusive list)
Not an essential function	
1-3 hours/day	
3-7 hours/day	
7 or more hours/day	

Standing (Number of hours standing)	Tasks (not an exclusive list)
Not an essential function	 Majority of shift is spend standing and walking
1-3 hours/day	while performing tasks
3-7 hours/day	
7 or more hours/day	

Walking (Number of hours walking)	Tasks (not an exclusive list)
Not an essential function	Obtaining and returning dishes and pans to their
1-3 hours/day	appropriate places
3-7 hours/day	Walking while mopping
7 or more hours/day	

Bending	Tasks (not an exclusive list)
Not an essential function	 Moderate bending required while performing
☐ Infrequent Bending: 1-120 bends/day (15 bends/hour)	duties
Moderate Bending: 121-480 bends/day (1	 Bending to return dishes to lower shelves
bend/minute)	 Moderate bending while mopping
Frequent Bending: 481 or greater bends/day (>1	
bend/minute)	

Squatting	Tasks (not an exclusive list)
Not an essential function	 Infrequent squatting while returning dishes to
Infrequent Squatting: 1-120 squats/day (15	shelves
squats/hour)	
Moderate Squatting: 121-480 squats/day (1	
squats/minute)	
Frequent Squatting: 481 or greater squats/day	
(>1squat/minute)	

Kneeling	Tasks (not an exclusive list)
Not an essential function	 Occasionally may need to kneel to perform duties
Infrequent Kneeling	
Moderate Kneeling	
Frequent Kneeling	

OLYMPIA HOTEL MANAGEMENT

Job Description - Dishwasher

Twisting	Tasks (not an exclusive list)	
Not an essential function	Frequent twisting while performing duties, i.e.	
Infrequent: 1-120 twists/day	washing dishes. Sweeping/Mopping 	
Moderate: 121-480 twists/day		
Frequent: 481 or greater twists/day (>1 twist/minute)		
Lifting Floor to Maint	Tacks (not an avaluative list)	
Lifting Floor to Waist	Tasks (not an exclusive list)	
Not an essential function	Moderate lifting from floor to waist while	
Infrequent: up to 50 lbs	performing duties.	
Moderate: up to 50 lbs		
Frequent: up to 50 lbs		
Lifting to Waist to Shoulder	Tasks (not an exclusive list)	
Not an essential function	 Moderate lifting from waist to shoulder while 	
Infrequent: up to 50 lbs	performing duties.	
Moderate: up to 50 lbs		
Frequent: up to 50 lbs		
Lifting Overhead	Tacks (not an avaluative list)	
Not an essential function	 Tasks (not an exclusive list) Moderate lifting overhead to perform duties, i.e. 	
Infrequent: up to 50 lbs	 Moderate intring overhead to perform duties, i.e. putting dishes, pots and pans away. 	
Moderate: up to 50 lbs	putting dishes, pots and parts away.	
Frequent: up to 50 lbs		
Pushing / Pulling	Tasks (not an exclusive list)	
Not an essential function	 Moderate push/pulling while performing duties, 	
1-3 hours/day	i.e. pushing cart with clean dishes to appropriate	
3-7 hours/day	areas to put away.	
7 or more hours/day		
Wrist / Hand / Fingers Repetitive Movements	Tasks (not an exclusive list)	
Not an essential function	 Moderate wrist, hand repetitive movements while 	
Infrequent	performing duties, i.e. washing and scrubbing	
Moderate	pots, etc.	
Frequent	pous, etc.	
Cardiovascular - Endurance	Tasks (not an exclusive list)	
(Maximum Work-load Required Each Day)	Fact manual any discussion and fact and in the fact	
Not an essential function	 Fast paced environment, on feet and in motion for majority of shift 	
Light energy requirements	majority of shift.	
Moderate energy requirements		
High energy requirements		

Manager

Date

Employee Signature

Date