

DIETERT CENTER JOB DESCRIPTION

POSITION: **STEWARD**

REPORTS TO: Nutrition/Kitchen Manager

DIRECT REPORTS: None

APPROVED DATE: August 2007

JOB SUMMARY:

The Steward is responsible for maintaining sanitary conditions in kitchen, store rooms and congregate dining room. (S)he is responsible for all cooking utensils and equipment being cleaned, and sanitized, and kept in good working order. Must be available to work occasional weekends and evenings, as scheduled.

JOB SCOPE: Part time, Nonexempt, 30 hours/week.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Maintain clean and sanitary cooking utensils.
2. Maintain clean and sanitary work station at all times. Follow schedule for routine cleaning tasks, i.e. milk box, Meals On Wheels bags, cold carriers, trash cans.
3. Assist in maintaining and stocking shelved inventory.
4. Assist in cleaning kitchen equipment.
5. Maintain clean and sanitary conditions in freezers and coolers.
6. Responsible for trash removal and keeping trash receptacles sanitary.
7. Bus tables, as needed.
8. Assist other kitchen staff, as needed.
9. Maintain a high standard of personal hygiene, to include hands, fingernails, hair, and clothing.
10. Interact with guests and co-workers in a pleasant and professional manner.

REQUIRED QUALIFICATIONS:

1. A High School diploma or equivalent.
2. Knowledge of food safety and sanitation regulations are required.
3. Must know how to wash pots and pans properly.
4. Must be able to read and speak English to follow instructions and written guidelines, as well as read and understand labels on chemical and non-chemical containers.

PREFERRED QUALIFICATIONS:

Prior experience in a food service facility is preferred.

PHYSICAL DEMANDS / WORKING CONDITIONS:

Requires the physical ability to perform job while continuously standing and walking on concrete floors. Bending and occasional lifting up to fifty pounds is required. Must be able to be exposed to extremes of temperatures from the hot kitchen to the walk-in freezers. Must possess reliable personal transportation.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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