

Property: Covered Bridge Golf Club

Staffer Name:

Department: Kitchen

Reports to: Executive Chef

Position Status: Part-time or Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

Job Description

Position Summary

Responsible for washing, cleaning and proper storage of all cooking utensils, china, equipment, flatware and glassware. Responsibilities also include keeping all kitchen, storage, and receiving areas clean and organized.

Essential Duties and Responsibilities

- Wash all wares in dishwashing machine or by hand.
- Polish all silverware, platters and chafing dishes.
- Wash and polish all stainless steel in kitchen, including shelves, dish cabinets, ice machines, coffee area, refrigerators, walk-ins, etc.
- Wash or clean receiving area and trash areas.
- Collect trash from kitchen areas, empty garbage barrels, wash and re-line with new bags.
- Examine garbage for silverware, dishes and glassware. Remove and clean as necessary.
- Sweep and mop kitchen floors.
- Store all dishes and other wares in proper areas.
- Clean dish machine after each meal period.
- Assist in food preparation, putting away deliveries, and cleaning coolers, freezers and storage rooms as needed.
- Perform other duties as appropriate.

Education/Qualifications/Certifications

- High school education preferred.
- Restaurant experience preferred.
- Demonstrated quality verbal and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers as necessary.
- Give and/or follow verbal and written instructions
- Visually inspect all work areas
- Operate cleaning equipment for several hours at a time

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- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

Supervises

None

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with some outdoor work involving patio, pool, and on-course service. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, hot water, potentially dangerous chemicals and solvents on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed at all times.

Machine/Equipment/Tools Used

Dish cleaning equipment, mops, brooms, etc.

Position Description Acknowledgement

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member _____ Date _____

Supervisor _____ Date _____