



Carolina Country Club

JOB DESCRIPTION

DEPARTMENT: Kitchen-11-6

FSLA STATUS: Non-exempt

JOB TITLE: Steward/Dishwasher

SUPERVISES: None

REPORTS TO: Executive Steward, Sous Chefs/Executive Chef

Job Summary:

The Steward/Dishwasher is responsible for the day to day cleaning and ware washing duties. The Steward/Dishwasher will strive to create the safest, cleanest, sanitary and organized environment possible. She/he will execute their duties in an efficient and effective manner, ensuring the overall cleanliness of the kitchen area, dish pit, waste disposal areas, store rooms and all food service related equipment through his/her daily work performance. This individual will embody the Carolina Country Club Platinum Service Absolutes.

Job Functions include:

- Execute the daily washing and sanitizing of china, glassware, silverware, pots, pans and foodservice equipment.
- Maintain proper daily floor care as well as all trash, cardboard and grease removal.
- Maintain and clean all kitchen and equipment which may include and not limited to ranges, ovens, hoods, walk-in coolers, dish machine, rolling racks, hot boxes, floor mats, etc.
- Clean hand sinks and refill paper towels; organize china on the front lines; Check and clean dumpster and loading dock areas.
- Clean employee meal area in kitchen
- Maintain a clean, sanitary, safe and organized kitchen dish pit area and all service items within, keeping all equipment clean and in good, proper working condition.
- Change water and clean filters in dish machine at least every 2 hours; more often on busy days.
- Adheres to the CCC safety policies and procedures, using personal protective equipment and immediately documents and reports injuries and/or incidents to management.
- Assist in properly storing all food products both in production and items received from deliveries while maintaining clean and organized dry store rooms, refrigerators, walk in cooler and common areas.
- If/when working last shift of the day, properly breaking down the dish pit area (drain and refill dish machine), sweep entire kitchen prior to leaving, remove trash and boxes.
- Weekly tasks will include draining and cleaning fryers, cleaning back of sauté pans, organizing attic area, scrubbing kitchen walls and doors, collect and clean hood filters, move and clean behind all equipment and other duties as assigned.
- Maintain a professional, clean and well groomed appearance at all times.
- Works with a positive attitude and speaks with others using clear and professional



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language and promote an environment of teamwork.

- Stays alert and promptly documents & reports accidents & injuries according to Club policies.
- Immediately reports maintenance issues, broken or improperly working equipment, suspicious activity and unsafe work conditions to management.
- Performs other appropriate duties requested by the Sous Chef and/or Executive Chef.
- Completes required training courses in a timely.
- Is responsible for knowing CCC Employee Policies and working by the CCC Mission Statement
- Attends departmental staff meetings as scheduled.

Working Conditions, Physical Functions and Abilities:

The physical demands of work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Equitable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical & Personal Requirements:

- Have the ability to work well with others.
- Ability to stand, walks, climb stairs, balance, stoop, kneel, crouch at least 8 hours or more per day. Must be able to reach with hands and arms.
- Must be able to work in a mentally and physically stressful environment and be able to multi task.
- Must be able to work in a high temperature work environment for a length of time.
- Capable of lifting up to fifty (50) pounds or more.
- Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be fully met.
- Sufficient manual dexterity to operate a fire extinguisher and to use dish washing equipment.
- Ability to speak and understand English.
- Sound mental and physical health ability to get along well with others.

Working Conditions:

- Subject to moderate physical and emotional stress associated with kitchen and food service. Performance of job tasks will involve exposure to cleaning chemicals requiring precautions. Must be able to work a flexible schedule including weekends and holidays.

I acknowledge receipt of the above job description for the Steward/Dishwasher.

Employee Signature & Date

Print Name