

CityFlatsHotel

Job Description

Dishwasher

Organization Name: CityFlatsHotel Grand Rapids, LLC

Reports to: Banquet Sous Chef

Job Location: Grand Rapids, MI

Employment Status: PT

FLSA Status: Non Exempt

Prepared By: Lisa Squeteri, *Development Coordinator*

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Purpose:

Deep clean and maintain the kitchen as well as the supplies and equipment

Education:

High School Diploma/GED preferred with no experience needed, but dedication and enthusiasm to work as part of a team in a face-paced environment

Responsibilities:

Below is a list of typical duties, these may change over time and not inclusive of position.

- Operate/load dishwasher with dirty dishes as needed
- Wash glassware and other implements by hand when necessary
- Empty and clean all trash receptacles
- Rotate dishes to reduce wear and tear on resources
- Clean dish storage
- Follow sanitation policies at all times
- Provide assistance to prep cook and other kitchen staff as needed, especially during peak times
- Perform opening and closing side work
- Clean up spills or broken glassware immediately
- Report any sanitation or janitorial issues to appropriate parties
- Follows proper scraping, sorting, and stacking procedures to minimize breakage
- Make sure that the dishwasher machine is cleaning properly
- Keep and maintain a clean and organized workstation at all times
- Make sure that the dishes are clean and sanitized
- Stack and store dishes properly in their assigned areas
- Sweep and mop kitchen as needed
- Clean walls as needed
- Inspect and refill paper towels, and hand soap at all wash basins throughout the kitchen and in associate restrooms
- Removes trash discretely from public areas at appropriate times of low business and guest flow
- Respond to any reasonable task as assigned by supervisor or manager

Competencies & Skills:

Teamwork

- Balances team and individual responsibilities
- Contributes to building a positive team spirit
- Able to build morale & group commitments to goals and objectives

Attendance/Punctuality

- Consistently at work on time
- Ensures work responsibilities are covered when absent

Dependability

- Follows instructions, responds to management direction
- Takes responsibility for own actions
- Commits to long hours of work when necessary to reach goals
- Completes tasks on time or notifies appropriate person with an alternative plan

Quality

- Demonstrates accuracy & thoroughness
- Monitors own work to ensure quality

Quantity

- Meets productivity standards
- Completes work in timely fashion

Adaptability

- Adapts to changes in the work place
- Manages competing demands
- Able to deal with frequent change, delays, and unexpected events
- Changes approach or method to best fit situation

Safety & Security

- Observes safety and security procedures
- Reports potentially unsafe conditions
- Uses equipment and materials properly

Social Skills

- Friendly and respectful when dealing with guests and staff
- Service orientation- actively looking for ways to help people, and assisting other staff members when needed
- Speaking- talking to others to convey information effectively
- Strong problem solving and communication skills

Reasoning Ability

- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations

Physical Demands:

****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.**

- Regularly required to stand for long periods of time
- Frequently required to walk
- Use hands and fingers to handle or feel, and reach with hands & arms
- Ability to lift and move up to 50 lbs.
- Specific vision abilities include color vision, depth perception & ability to adjust focus

Work Setting:

- Indoors, Environmentally Controlled

