



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>Position Title</u> Dishwasher	<u>Department</u> Food & Beverage/Prairie Star Restaurant	
<u>Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<u>Manager/Supervisor:</u> Food & Beverage Manager/Executive Chef	<u>Status:</u> Part-Time

1. GENERAL POSITION DESCRIPTION:

Under the supervision of the Executive Chef, the Dishwasher is responsible for maintaining cleanliness and sanitation standards of dishes, glassware, tableware, and cooking utensils, using machine and manual cleaning methods for all kitchen areas by following prescribed SAGC and health & safety guidelines.

2. MINIMUM QUALIFICATIONS:

Minimum 16 years old required. Previous experience in dishwashing and light janitorial duties preferred, but not required. Must be able to work a flexible schedule including mornings, afternoons, nights, weekends and holidays. Must possess Food Handling Certification or obtain within 60 days of hire.

3. KNOWLEDGE REQUIRED:

Positive attitude & team worker	Able to operate industrial dishwashing machinery
Customer Focus	Communication
Thoroughness	Time Management
Able to learn and apply SAGC Policy & Procedures	
Other abilities as listed below	

4. DUTIES AND RESPONSIBILITIES:

- Sort and rinse dirty dishes, glasses, tableware, pots, pans, cooking utensils and place them in racks to send through dish machine. Must ensure that the crate is organized and filled completely. Dish is charged by each load that goes through it.
- Sort and stack clean dishes. Carry clean dishes to cook's line and other proper storage areas.
- Rewash soiled dishes before delivering.
- Empty food particles from drain collector.
- Remove trash and garbage to dumpster.
- Set up or break down dishwashing area.
- Clean and roll/unroll mats. Ensure that kitchen mats are safely stacked in an area free from a high traffic walk area to prevent slips and trips.
- Sweep/mop floors. Ensure that safety (caution wet area) signs are posted and removed.
- Sweep up trash around exterior of restaurant and garbage dumpster.
- Conduct general restaurant and restroom cleaning as directed.
- Wipe up any spills to ensure kitchen floors remain dry.
- Notify manager any time dish machine cycle falls below safety standard temperatures.
- Do not touch dirty dishes before touching clean dishes without washing hands first.
- Maintain working rapport with all staff for efficient operation and service to customers

5. MACHINERY/EQUIPMENT USED:

- Industrial dish washing machine
- Light janitorial tools such as mop, bucket and broom.

6. REGULATIONS/POLICIES TO MAINTAIN:

- SAGC Employee Policies and Procedures
- SAGC Safety Handbook

7. SUPERVISORY RESPONSIBILITIES (Must be reflected as an Essential function in Section 16)

NO, the position does not directly supervise (go to Section 23)

YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

Employee Certification

I acknowledge that I have read and understand the Position Description for Dishwasher and I agree to perform the requirements set forth in this document.

Signed _____ **Date** _____

Print Name: _____

Manager Certification

I acknowledge that I have review the Position Description for Dishwasher with the above employee and acknowledge their signed receipt of the document.

Signed _____ **Date** _____

Print Name: _____