

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Steward (Dishwasher)
DEPARTMENT: Dining Services
SUPERVISOR: Director of Dining Services
FLSA CLASSIFICATION: Regular or Temporary/Full or Part-Time, Non-Exempt

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to provide a special place and an enriching program in a living, learning Christian environment to enable people to grow in God through Jesus Christ.

POSITION SUMMARY

The Steward/Dishwasher carries an important responsibility with regard to the mission of Mo-Ranch by serving our guests in a wide and diverse manner. This person is called upon to serve and assist in several areas of guest service in the kitchen and dining hall, including but not limited to; 1) Dishwashing, including pots and pans; 2) preparation and serving of quality meals; 3) in providing a clean and neat dining room facility; and 4) any combination of these positions in the course of a work day. The Food Service Worker is one who, therefore, must be very flexible in performing job duties and assuming a variety of job duties while maintaining a courteous, friendly, and helpful attitude toward all guests. Also, this person must work closely with fellow staff as a competent team member.

GENERAL RESPONSIBILITIES

1. Clean all dishes to Mo-Ranch and State of Texas standards, including pots and pans.
2. Make sure all dining rooms are stocked with the proper amount of plates, glasses, cups and silverware.
3. Make sure trashcans with clean liners and lids are in proper places.
4. Make sure dish room is set up and ready to receive dirty dishes and utensils.
5. Dishes, pots, and pans are put in proper places after each meal.
6. Water in dishwasher is changed and refilled every two- (2) hours.
7. Dish rooms and slop stations are swept and cleaned, including sink and counters.
8. Restock milk and juices as needed.
9. At anytime during meals, Stewards may be asked to clean up spills, restock ice, serving utensils, plates, glasses, etc. Must do this promptly and according to instruction of Supervisor.
10. Check list will be used each day to ensure that proper quality and work production is being reached.
11. Stewards will be asked to pick up trash around dumpsters, clean carts, trashcans, floors, and equipment on a regular daily basis.
12. This position requires regular and predictable attendance as an essential function of the job.

ESSENTIAL JOB FUNCTIONS

Essential Functions of the Food Service Worker include, but are not limited to:

1. Model all Mo-Ranch policies as described in the application for employment and the Policy Manual.
2. Be a productive and cooperative team member.
3. May work the early shift or the late shift. He/she may also be required to work an extra shift.
4. Perform a wide variety of duties and responsibilities either in dishwashing, assisting in the preparation and serving of food, cleaning and straightening of the kitchen area.
5. Must be able to lift/unload/move food and supplies of a minimum weight of thirty (30) pounds and a maximum of fifty (50) pounds.
6. Lift dishes to their storage location.
7. Use kitchen equipment properly and safely.
8. Operate electrical and mechanical equipment safely.
9. Operate dishwasher while maintaining appropriate temperature.

10. Determine cleanliness of dishes (and pots & pans), food contact surfaces, and kitchen area.
11. Transport food and beverage items when needed.
12. Other job-related duties as may be assigned.
13. May be temporarily assigned to another department to complete a 40-hour workweek (if a full-time employee).

QUALIFICATION STANDARDS

Education

1. It is preferred that applicants have a High School education or GED equivalent or presently enrolled in high school.
2. It is preferred that applicants speak or understand the English language to the degree that communication of their job duties, job scheduling, safety standards and health standards are understood

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

Physical

1. Must be able to lift and push thirty (30) pounds or more.
2. Must be able to bend, squat, and reach at low and high levels.
3. Must be able to stand for long periods of time.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours.

Personal

Must be able to use appropriate chemicals safely and efficiently.

Experience

No experience required. Will Train.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee

Date