San Diego Country Estates Association

Job Description

Dishwasher	03/07	( ) Exempt
Position Title	Date	(X) Non Exempt
Chef	F&B	Human Resources
Reports To (Title)	Department	Prepared by (if different than "Reports to")
HR Review	Date	Employee Review Date

1. **PRIMARY PURPOSE:**
   To ensure the highest quality of safety and sanitation by washing dishes and cleaning kitchen and kitchen equipment in accordance with kitchen procedures and Health Department standards.

2. **ESSENTIAL RESPONSIBILITIES AND RESULTS:**
   - Wash dishes, pots, pans, glassware, flatware and utensils according to established kitchen procedures. (*Daily*)
   - Organize and store food ware, glassware and cooking equipment. (*Daily*)
   - Clean and maintain dishwashing unit. (*Daily*)
   - Thoroughly clean kitchen work area according to kitchen procedures. (*Daily*)
   - Perform food preparation work. (*As needed*)
   - Empty and clean trash cans. (*Daily/As needed*)
   - Mop and sanitize the floor. (*Daily/As needed*)
   - Other related duties as requested by supervisor. (*As needed*)

3. **AMOUNT OF SUPERVISION RECEIVED:**
   This position receives frequent supervision and instructions from supervisor.

4. **INTERACTION WITH OTHERS:**
   This position interacts daily and constantly with kitchen staff. This position interacts occasionally with food and beverage staff and dining guests.

5. **SUPERVISORY RESPONSIBILITIES:**
   This position has no supervisory responsibility.

6. **PHYSICAL DEMANDS:**
   This position requires constant standing, walking, talking, hearing, bending, twisting and use of hands and fingers. This position requires occasional climbing, balancing, stooping, kneeling, crouching and reaching with hands and arms. Hands are frequently in hot or cold water. Incumbent must be able to frequently lift and carry up to 50 pounds. Must be able to use all kitchen equipment including knives, slicers, mixers and blenders. Good close vision and ability to adjust focus are required.

7. **WORK ENVIRONMENT:**
   This position works primarily indoors and is frequently exposed to hot, humid non-weather conditions in kitchen including hot and cold water. This position is constantly exposed to fumes and to toxic or caustic chemicals used for cleaning. This position constantly works near moving mechanical parts, extremely hot equipment and foods, is exposed to fire, and occasionally is exposed to risk of electrical shock. A moderate to loud noise level is typical for the work environment of this job.

8. **USE OF DISCRETION AND INDEPENDENT JUDGMENT:**
   This position is responsible for using sound judgment in the case of emergency or non-emergency issues while manager is absent. Discretion to be used daily.

9. **EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS:**
   N/A

10. **QUALIFICATIONS REQUIRED:**
    - Education: No educational requirements.
    - Experience: No experience required. Ability to use common kitchen instruments and equipment is preferred.
    - Communication skills: Must be able to understand verbal instructions in English
    - Mathematical skills: None required.
    - Computer skills: None required.
    - Reasoning ability and other skills: Knowledge of sanitation and safety practices required. Requires flexibility for scheduling purposes.
    - Certificates, Licenses: Requires Food Handlers Educational Certificate.

Distribution Upon Completion
Original: Human Resources
Copy: Manager
Copy: Employee