



Blake Management Group

Dishwasher/Steward Job Description

Purpose:

The Dishwasher/Steward is responsible for assisting the kitchen manager and Director of Culinary Operations. Responsibilities include prepping, serving, plating, stocking, cleaning and assisting with inventory control.

Scope & Status: Non-Exempt/Hourly

The Dishwasher/Steward reports directly to the kitchen manager and Regional Director of Culinary Operations.

Relationships:

Interacts with:

- a. All staff, including cooks, personal assistants, nurses, administrative staff.
- b. Residents, family members, support groups and referral sources

Qualifications:

To perform this job successfully, an individual must be able to perform and complete each essential duty satisfactorily, have excellent communication and language skills which enable them to perform their duties and interact effectively with residents and community personnel. Employee must meet all specific state and federal regulations for assuming the position of Dishwasher/Steward at an assisted living facility. An on-going training program is required. The following certifications, training and diplomas are required: high school diploma and/or GED. ServSafe Certification is preferred. All staff members model the values and core purpose of Blake Management.

Areas of Responsibility:**1. Dietary Duties**

- a. Assists the kitchen manager and Regional Director of Culinary Operations with the preparation and serving of meals.
 - b. Practices excellent time management skills and completes tasks within company time frames.
 - c. Assists residents as needed during meal times.
 - d. Ensures that the plating of meals is completed in an efficient and organized manner. Presentation of food is professional and appealing to the resident and/or guest.
 - e. Consistently practices proper sanitization procedures and follows the cleaning schedule. Documents the completion of assigned daily cleaning tasks.
 - f. Participates in mandatory staff meetings.
 - g. Utilizes effective and safe inventory and storage methods for food, paper products, dishes, serving utensils, cooking equipment and chemicals.
 - h. Ensures food is labeled properly in the cooler, freezer and pantry.
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- i. Promotes resident satisfaction.
- j. Ensures that the dining room set-up is consistently ready for designated and scheduled serving times and has a positive impact on marketing.
- k. Works with the kitchen manager to maintain a kitchen environment that promotes safety and proper hygiene.
- l. Cleans dishes, utensils and equipment according to dietary procedures. Stores all supplies and equipment to maintain cleanliness. Uses all equipment as directed.
- m. Performs additional tasks and duties as requested by the Regional Director of Culinary Operations, kitchen manager and/or the Administrator to support the overall goals of the community and company.

2. General

- a. Reports to work on-time and works assigned shifts.
- b. Demonstrates positive communication skills with other staff members and residents.
- c. Reports to work in proper attire/uniform and wears name identification badge.

3. Regulation and Policy Compliance

- a. Adheres to Blake Management policies and procedures and kitchen cleaning schedules.
 - b. Adheres to Federal, State, County and City regulations and laws.
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