

Ursuline Sisters of Cleveland

Job Description

Job Title:	Dish Utility
Supervisor:	Chef Manager
Exemption Status:	Non-exempt
Job Number:	01-104.3
Revised:	March 15, 2021

JOB SUMMARY

The Dish Utility participates in maintaining sanitary and safety conditions of dietary department in compliance with facility policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist cook with limited meal preparation as necessary to ensure all meals are served in a timely fashion
- Clean all work areas, floors, walls, tools and equipment
- Remove trash and recyclables and place in proper containers in designated areas
- Appropriately washes all dishware, glassware, cutlery and pots and pans following established procedures
- Transport dishes, supplies and equipment between storage, kitchen and dining rooms by hand or by use of cart
- Maintain log of dish machine temperatures after each meal period
- Work with the Chef Manager as necessary to implement recommended changes
- Assure all guidelines for sanitation and safety are followed, and all cleaning projects are finished and initialed on cleaning log
- Attends and participates in in-service education programs
- Leaves all work areas clean and in order
- Report all unsafe/hazardous conditions, defective equipment, etc. to Chef manager or charge nurse immediately
- Recommends to Chef Manager the supply and equipment needs or repair needs for the department

JOB REQUIREMENTS

- High School Diploma or equivalent
- Experience in a food service environment
- Excellent organization skills, with ability to successfully manage multiple tasks
- Demonstrate a professional demeanor with the ability to interact with others with discretion and tact
- Excellent customer service orientation
- Maintains high standards for personal cleanliness and appearance
- Ability to remain calm under stressful situations and tactfully deal with all personnel, residents, visitors, and government agencies
- Follow established Infection Control and Universal Precautions policies and procedures
- Maintains confidentiality of all resident care information
- Ability read recipes, as well as speak and understand direction from the Manager in the English language

Or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job

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PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Ability to frequently move about the kitchen and general facility
- Ability to stay in a stationary position for extended periods of time
- Ability to transport carts and boxes of food and kitchen equipment
- Must be willing to work beyond normal hours and on weekends if needed
- Exposure to warm atmosphere and possible burns from kitchen equipment
- Must be able to pass criminal background check and drug screen
- May be required to travel to perform certain work functions outside of an office environment

DISCLAIMER

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.