

## **Horizon Convention Center Job Description**

**Department:** Food & Beverage

**Position:** Utility

**Job Summary:**

Individual will use appropriate sanitation and safety procedures of the Horizon Convention Center to clean the tableware, pots, pans, utensils, etc. used within the Kitchen for events. In addition, the individual will maintain cleanliness throughout the dish room and kitchen; as well as assist with setup and breakdown of food functions and coffee breaks. This position reports to Executive and Sous Chef.

**Duties and Responsibilities**

1. Responsible for proper use of dish machine to clean all dishes used within the Kitchen and for events.
2. Responsible for washing dirty pots, pans, and service ware.
3. Responsible for organizing the storage of dishes, glasses, silverware, pots, pans, utensils, etc. in appropriate areas.
4. Responsible for keeping the dish machine filled with clean water and monitoring chemical usage during the course of the day. Including maintaining appropriate temperatures, i.e. final rinse at 180 degrees.
5. Responsible for keeping soiled dish area organized and clean between functions and at the end of the day.
6. Responsible for keeping dust pans clean and stored when not in use.
7. Responsible to wipe down and sanitize all metal surfaces in dish room between functions and at the end of the day.
8. Responsible for sweeping and mopping floors between functions and at the end of the day.
9. Responsible for following proper breakdown procedures for dish room on a daily basis.
10. Responsible for maintaining the sanitation of utility areas and equipment. (i.e. empty and properly clean wet/dry vacuum daily).
11. Responsible for removing trash to the dumpster when trash cans are filled, and at the end of the day. This includes following designated recycling procedures. Must reline trash cans with clean bags.
12. Responsible for maintaining a clean and organized mop closet.
13. Responsible for assisting with kitchen plate-up, food service set-up and breakdown when needed.
14. Responsible for proper break down of dish machine and care of equipment; including proper use of wet/dry vacuum.

**Additional Responsibilities:**

1. Obtain work schedule on a weekly basis.
2. To punch in for shift and be prepared in a properly cleaned and pressed uniform on time per schedule.
3. Must punch in and out at the scheduled time including breaks and lunch time.
4. No excessive jewelry will be tolerated.
5. Individual is responsible for calling their supervisor at least two hours prior to their scheduled shift if they are sick. In addition they must be prepared to produce a Doctor's notification for illness.

\*This job description in no way states or implies that these are the only duties and responsibilities to be performed by the employee occupying this position. Individual will be required to follow any other instructions and to perform any other duties required by their supervisor.

**Qualifications:**

Minimum high school education or equivalent preferred. Must be able to read and write and possess basic math skills. Individuals with at least one (1) year experience in dishwashing preferred. Position required individual to work irregular work hours including day, evening, holidays, and weekends. Position requires individual stand throughout entire shift; and to reach, bend, stoop, wipe, lift, carry, climb, balance, kneel, crouch, walk, push, pull, and grasp. In addition, requires ability to exert up to 100 pounds force occasionally and/or up to 20 pounds of force frequently. This includes carrying items up flights of stairs, and service corridor ramps. Individual should possess communication skills, especially when interacting with coworkers, and teamwork motivational skills.

03/14

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_