

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: HOURLY

POSITION TITLE: DISHWASHER / PREP COOK

DIVISION/DEPARTMENT: KITCHEN

REPORTS TO (TITLE): EXECUTIVE CHEF

SUPERVISES: N/A

DATE : 1/31/02, REVISED 12/01/03, 2/17/06, 10/2/09

BASIC FUNCTION:

Work with the kitchen department to ensure dishes and kitchen areas are clean. Deep cleaning duties performed on a regular basis. Entry level food preparation. Assist other kitchen personnel with duties as necessary.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

Food/Beverage service worker permit.

Meet minimum age requirement 16 years old.

Ability to communicate effectively with the public and department employees.

Self-motivated.

No employee will pose a direct threat to the health/safety of self or others.

ESSENTIAL FUNCTIONS:

1. Clean & monitor dish machine.
2. Sweep and mop walk in refrigerators, kitchen area floors, etc.
3. Empty garbage cans and wash.
4. Replenish supply of plates, silverware, glasses, etc. to the necessary areas.
5. Assist in buffet set up, table condiment replenishment and other duties as necessary.
6. Understand and provide chemicals and supplies for station.
7. Maintain a high standard of cleanliness and sanitation in the kitchen.

8. Able to follow detailed instructions

MARGINAL FUNCTIONS:

1. Attend all mandatory meetings.
2. Keep work areas clean & organized.
3. Report all unsafe conditions.
4. Complete other duties as assigned by supervisor and manager.

ENVIRONMENT:

Work is performed on concrete, tile, linoleum, rubber mats, carpet and stairs. Floors can be wet at times. Rubber soled shoes should be worn to prevent slips and falls.

ENVIRONMENTAL FACTORS

	YES	NO
Working Outside	X	
Working Inside	X	
Working Alone		X
Working Closely With Others	X	
Repetitive reaching and hand/finger movement	X	
High Humidity/Dampness/Heat	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles - Vans	X	
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting	X			
Standing				X
Walking				X
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying 10lbs or less				X
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs			X	
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE