



Fort Worden Public Development Authority

Dishwasher/Utility Worker Job Description

REPORTS TO: Kitchen Manager/supervisor in charge FLSA Status: Non-Exempt

Position Summary: The dish and general utility position is responsible for maintaining cleanliness and sanitation standards for china, glassware, tableware, cooking utensils, etc., using machine and manual cleaning methods. This position also ensures the dishwashing area is maintained as a clean, safe and sanitary facility.

Principal Duties and Responsibilities

- Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine
- Sort and stack clean dishes. Carry clean dishes to cook's line and other proper storage areas. Rewash soiled dishes before delivering
- Change dishwater in dish machine every hour
- Wash pots, pans and trays by hand
- Remove trash and garbage to dumpster
- Set up or break down dishwashing area
- Clean and roll/unroll mats
- Fill/empty soak tubs with cleaning/sanitizing solutions
- Sweep/mop floors
- Assemble/disassemble dish machine
- Sweep up trash around exterior of restaurant and garbage dumpster
- Wipe up any spills to ensure kitchen floors remain dry
- Notify manager any time dish machine wash or rinse cycle falls below safety standard temperatures
- Do not touch dirty dishes before touching clean dishes without washing hands first

Other Duties

- Fill in for other staff as needed
- Conduct general server and restroom cleaning as directed
- Other duties as assigned by supervisor or other management

Minimum Qualifications

1. Experience in customer service role
2. Food service or dining experience helpful

3. Food Service Card Issued by the State of Washington

Knowledge, Skills, and Abilities

1. Adept at working quickly and effectively during busy times
2. Willing and able to work evenings, weekends and holidays
3. Can work on own as well as part of a team

Key competencies

oral communication
customer/client focus
attention to detail
time management

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.

Employee (Print Name)

Employee Signature

Date

Servery

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					
Walking					
Standing					
Running					
Bending or twisting					
Squatting or kneeling					
Reaching above shoulder level					
Climbing (e.g. ladders)					
Driving cars, light duty trucks					
Driving heavy duty vehicles					
Repetitive motion of hands/fingers					
Grasping with hand, gripping					
Lifting/carrying 10-25 pounds					
Lifting/carrying 26-50 pounds					

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds					
Pushing/Pulling					
Using Foot Controls					
Work in/exposure to inclement weather					
Work in/exposure to cold water					
Exposure to dust, chemicals or fumes					
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases					
Exposure to blood, body fluid, or potentially contaminated materials					
Exposure to needles or sharp implements					
Use of hot equipment (e.g., ovens)					
Exposure to electrical current					
Seeing objects at a distance					
Seeing objects peripherally					
Seeing close work (e.g., typed print)					
Distinguishing colors					
Hearing conversations or sounds					
Hearing via radio or telephone					
Communicating through speech				X	

	NA	NE	O	F	C
Communicating by writing/reading					
Distinguishing odors by smell					
Distinguishing tastes					
Exposure to wild/dangerous animals					
Exposure to insect bites or stings					
Work/travel in boat/small aircraft					
Exposure to aggressive/angry people					
Restraining/grappling with people					
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date