

POSITION DESCRIPTION

Position Title:	Dishwasher	Exemption Status:	Non-exempt/PT Per Diem
Division(s):	St. Joseph Center	Pay Grade:	2
Department:	Dietary	Salary Range:	\$15.50 to 17.50
Reports to:	Department Supervisor		
Last Update:	April 5, 2023		

Position Summary: The Utility Worker is responsible for maintaining kitchen work areas, equipment, and utensils. The general responsibilities of the position include those listed below, but Sisters of St. Joseph of Orange may identify other responsibilities of the position. These responsibilities may differ depending on business necessities and resident requirements.

General Responsibilities:

- Retrieves breakfast, lunch and dinner dishes (shift dependent) from Regina main dining room.
- Disposes of excess food on dish and cookware into compost bin and places in commercial pot soaker or dishwasher or washes by hand according to sanitation and cleaning procedures.
- Set up dish station according to department guidelines and standards.
- Inspect and test sanitizer for proper temperature or chemical mix and properly set up dish machine.
- Log dishwasher temperatures daily.
- Place dish and cookware back in storage areas.
- Sweeps and mops kitchen floors.
- Keep dish room clean including washing worktables, walls, refrigerators, and other equipment as needed using specific chemicals to ensure sanitary standards.
- Segregate and remove trash and compost placing it in designated containers outside kitchen.
- Take tilt bin trash to hospital compactor – badge required.
- Cleans garbage cans, compost bins, and floor mats.
- Transfers supplies and equipment between storage and work areas.
- Fill salad bar area with ice at Regina Residence, and Motherhouse as needed. (AM/PM Shifts)
- Sets up banquet tables, assists with catering set-ups and pick-ups.
- Delivers and pickup of food and supplies to and from dining areas.
- Assists with unloading delivery of both supplies and food.
- Transfers supplies and equipment within and between storage and work areas such as pantry and dish room.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- May perform other duties and responsibilities as assigned.



Sisters of
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Qualifications & Requirements

- Must be 18 years of age or over.
- Ability to operate dishwashing machinery.
- Basic interpersonal and communication skills to effectively engage others verbally.
- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work area cleanliness.
- Maintains high standards for physical appearance including fingernail length and cleanliness.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends, and some holidays.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.
- Jewelry on hands and arms must be removed during shift work.

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.
- No related work experience.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, residents, and other clientele.

Physical Requirements:

- Frequent lifting, moving, and carrying of plate ware, cleaning equipment, garbage cans, etc.
- Regular and prolonged standing and walking to wash dishes, move garbage, etc.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Reaches, bends, stoops, lifts, shakes, stirs, pours, and carries supplies.
- Must be able to lift 50 pounds in weight on a semi-regular basis.
- Occasional requirement to sit, climb or balance; talk or hear and taste or smell.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions (may add additional conditions specific to defined work location): While performing the duties of this job, the employee has some exposure to:

- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wet and/or humid conditions.
- Moving mechanical parts.



- High, precarious places.
- Fumes or airborne particles; toxic or caustic chemicals.
- Outside weather conditions to include extreme heat.
- Risk of electrical shock and vibration.
- Ability to listen and speak in basic English to maintain effective communication in the performance of essential job functions.
- Ability to work in fast-paced environment.

Minimum Education and Experience Requirements: High School diploma preferred; or a minimum of 6 to 12 months of related experience or training; or equivalent combination of education and experience.

Safety Requirements:

- Observes and complies with Code of Safe Practices, safety policies and emergency procedures
- Wears protective clothing and safety shoes required by the work environment or governmental regulations.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. I have read and understand this position description.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____