



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>1. Department Name:</u> Food & Beverage – Prairie Star Restaurant	<u>2. Name (last, first, middle initial):</u> 	
<u>3. Classification Title:</u> Dishwasher	<u>4. Working Title:</u> Same	
<u>5. Department Budget #:</u> 66	<u>8. Work Phone:</u> 	<u>9. Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004
<u>10. Name/Title of Supervisor:</u> Executive Chef	<u>Supervisor Cell Phone:</u> 	<u>Supervisor Work Phone:</u>

11. Position Status:

Regular Full-Time	Regular Part-Time	<input checked="" type="checkbox"/> Occasional	Seasonal	Emergency
Exempt	<input checked="" type="checkbox"/> Non-Exempt			

12. Duties and responsibilities and/or services provided.

Under the supervision of the Executive Chef, the Dishwasher is responsible for maintaining cleanliness and sanitation standards of dishes, glassware, tableware, cooking utensils using machine and manual cleaning methods for all kitchen areas by following prescribed SAGC and health & safety guidelines.

13. Minimum Qualifications:

Minimum 17 years old required. Previous experience in dishwashing and light janitorial duties preferred, but not required. Must be able to work a flexible schedule including mornings, afternoons, nights, weekends and holidays. Must possess Food Handling Certification or obtain within 60 days of hire.

13. Knowledge, Skills, Abilities

- | | |
|--|--|
| Positive attitude & team worker | Able to operate industrial dishwashing machinery |
| Customer Focus | Communication |
| Thoroughness | Time Management |
| Able to learn and apply SAGC Policy & Procedures | |
| Other abilities as listed below | |

14. Duties and responsibilities of the position.

Duties/Functions/Tasks

- Sort and rinse dirty dishes, glasses, tableware, pots, pans, cooking utensils and place them in racks to send through dish machine. Must ensure that the crate is organized and filled completely. Dish is charged by each load that goes through it.
- Sort and stack clean dishes. Carry clean dishes to cook's line and other proper storage areas.
- Rewash soiled dishes before delivering.
- Empty food particles from drain collector.
- Remove trash and garbage to dumpster.
- Set up or break down dishwashing area.
- Clean and roll/unroll mats. Ensure that kitchen mats are safely stacked in an area free from a high traffic walk area to prevent slips and trips.
- Sweep/mop floors. Ensure that safety (caution wet area) signs are posted and removed.
- Sweep up trash around exterior of restaurant and garbage dumpster.
- Conduct general restaurant and restroom cleaning as directed.
- Wipe up any spills to ensure kitchen floors remain dry.
- Notify manager any time dish machine cycle falls below safety standard temperatures.
- Do not touch dirty dishes before touching clean dishes without washing hands first.
- Maintain working rapport with all staff for efficient operation and service to customers

The dishwasher routinely uses sinks and dishwashers and tools to clean kitchen appliances. Frequently exposed to hot water, potentially slippery floors, garbage disposals and cleaning chemicals.

Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor. Ensure uniform and personal appearance are clean and professional.

Read and follow the Employee Policies and Procedures handbook. Notify supervisor of any issues as necessary.

Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals.

Follow rules and instructions of supervisor, manager or director.

Perform other related duties as assigned by the Supervisor or Manager. On occasion, will be under direct supervision of the Director Food & Beverage and Director of Golf/General Manager.

Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance and 25 to 50 pounds with assistance.

Reach overhead and below the knees, including bending, twisting, pulling and stooping.

Stand, sit or walk for extended periods of time.

Essential functions of this position include attendance and punctuality.

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS (NA-Not Applicable, NE-Not Essential, O-Occasionally, F-Frequently)

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light			X	

	NA	NE	O	F
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)				X
Distinguishing colors				X
Reading			X	
Writing			X	
Calculating				X
Editing	X			
Evaluating	X			
Interpreting	X			
Organizing				X
Sitting	X			
Walking				X
Standing				X
Running	X			
Bending, Twisting, Kneeling				X
Pushing/Pulling				X
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds			X	
Lifting/carrying more than 50 pounds		X		
Driving (regular class D license)	X			
Driving (CDL Class A, B, or C – list class and endorsement under # 19)	X			
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust				X
Exposure to loud noises				X
Exposure to infection, germs, or contagious diseases	X			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids	X			
Exposure to needles or sharp items				X
Exposure to electrical current (not outlets)	X			

	NA	NE	O	F
Exposure to smoke, excessive heat, and fire (generally protective services)	X			
Exposure to aggressive/angry people (protective services)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)	X			
Restraining/grappling with people (protective services)	X			
Other:				

15. Machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position.

Industrial dish washing machine, light janitorial tools such as mop, bucket and broom.

16. License (i.e. driver's license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position.

Food handling safety certification preferred, but not required.

17. Laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals.

SAGC Employee Policies and Procedures and SAGC Safety Handbook

18. SUPERVISORY RESPONSIBILITIES (Must be reflected as an Essential function in Section 16)

NO, the position does not directly supervise (go to Section 23)

YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

Level Definition of Authority

1 = Employee effectively recommends and/or takes action.

2 = No authority.

Position Title(s) Supervised	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge

19. Employee Certification – I certify that I have read and understand the Position Description and that I am able to perform the duties as listed above with or without reasonable accommodation.

Signed _____

Date _____

20.

Manager Certification – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____