

HERITAGE POINTE

Seniors Living in the Jewish Tradition

No matter what your job/position is at HP, you share with all the people here, one principle function - to ensure our Residents receive the best care and service ...the one thing you will always be held accountable for is the exercise of your best judgment.

CURRENT REVISION DATE: August 2017

POSITION TITLE: DISHWASHER

POSITION CATEGORY: Non-exempt, Full time, Part time, Evenings and Weekends

POSITION REPORTS TO: Chef Manager

I. BASIC PURPOSE OF POSITION:

To ensure that all dishware is clean and ready for use by the Residents and guests of the dining room; as well as overseeing the cleanliness of the kitchen including the floors, sinks, ovens, vent hoods, pots and pans used in the preparation of food. Will also assist with the stocking of all food supplies. Daily cleaning of outside garbage area.

II. CUSTOMERS/CLIENTS SERVED BY POSITION:

Residents, prospective Residents, guests & family members, Heritage Pointe employees and vendors.

III. OUTCOME WHEN JOB IS DONE WELL:

Dishes, utensils, pots, pans, floors and kitchen area will be clean at all times of the day.

IV. EDUCATION REQUIREMENTS:

None required.

V. EXPERIENCE REQUIREMENTS:

Six (6) months experience in washing dishes and general cleaning of industrial/restaurant kitchen, preferred. On the job training offered.

VI. SKILLS, LICENSE, CERTIFICATION AND/OR SPECIAL TRAINING REQUIREMENTS:

Able to follow supervisor's instructions, ability to understand the English language, ability to stand for long periods at a time. Must pass pre-employment drug screening, physical, and TB exam and obtain fingerprint clearance as required by our licensure.

VII. ESSENTIAL JOB DUTIES THAT MUST BE SAFELY PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATION OR WITHOUT POSING A DIRECT THREAT TO OTHER EMPLOYEES, RESIDENTS OR STAFF.

1. Wash dishware, pots and pans.
2. Clean and squeegee floors.
3. Empty trash.
4. Clean sinks and floors.

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5. Clean ovens and vent hoods.
6. Daily cleaning of outside trash area.
7. Maintain excellent hygiene and cleanliness as required.
8. Report all repair and maintenance needs to supervisor.
9. Aware of sanitation regulations in handling and storing food.
10. Use chemicals properly and safely
11. Be aware of safety rules in the kitchen; proper body mechanics for physical labor.
12. Able to move 50 lbs. unassisted.
13. Ability to operate dish machine.
14. Frequent reaching, handling and lifting of dishes.
15. Communicates in team atmosphere, effectively with staff.
16. Able to clean ovens, grill, floor drains, sinks, work space and cooking utensils.
17. Replace soap and paper towels at hand sinks as necessary
18. Able to withstand heat from cooking area and cold from below-zero freezer
19. Assist in food preparation
20. Bus tables
21. Unload food delivery trucks and orders
22. Other duties as assigned.

Factors affecting work performance – attendance, dependability, achievement, interpersonal skills

1. Make time at work to have fun, laugh, breathe and smell the roses.
2. Regular, punctual attendance. Flexible schedule to include weekends, evenings and some holidays.
3. Perform various other tasks as needed in the department as required by your supervisor.
4. Timely completion of work assignments.
5. Attends and participates in general staff and department meetings.

Mission, Vision, Policy and Regulations – HP Philosophy, adherence to policy, judgment

1. Familiarize self with and follow Heritage Pointe policy and procedures and the same with the Jewish tradition as it relates to our Residents, family and guests.
2. Observes and follows safety policies; to include but not limited to reporting all work-related injuries timely, wearing appropriate safety equipment and security access/name badge.
3. Wear appropriate clothing per facility dress code.
4. Follow timekeeping policy by utilizing time clock to report all hours worked and take all mandatory rest and meal breaks (by the fifth hour of work unless six hours completes the day).
5. As a matter of HP policy and federal and state law; confidentiality and privacy policy, applies “minimum necessary”, “needs to know” guidelines on all PHI information and reports non-compliance violations to Privacy Officer.
6. As a mandated reporter per DOJ requirements; attends Mandated Reporter Abuse training meetings, will report all abuse incidents; physical, emotional, financial, sexual, verbal, completing the 1) SOC 341 form, mailing or faxing, 2) calling the ombudsmen and/or

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department of health services; for Assisted Living and Independent Living, call ombudsmen, and APS (adult protective services), and 3) informing supervisor so Resident can be protected.

7. Follow the corporate compliance standard and employee code of conduct, of performing work with an ethical behavior and utilizing proper business conduct and professional practice, that complies with applicable laws, rules and regulations; as serving the Residents, preserving the organizational reputation, maintaining Resident/employee trust, community respect. Reports non-compliance or concerns to Corporate Compliance Officer

VIII. EQUIPMENT REQUIRED IN THE PERFORMANCE OF ESSENTIAL JOB DUTIES:

1. Mops, buckets, brooms, scouring pads, disposable gloves and scrapers.
2. Dishwashing machines and associated equipment.
3. Dish, glasses, and silverware racks for ware washing.
4. Cleaning agents and oven-cleaning equipment.
5. Hand-held spray nozzles.

I, (Print Name) _____, have read the job description entitled ***Dishwasher***, and pledge to perform to the best of my ability each duty and responsibility to the highest standard possible. I also understand that this job description does not imply a contract or agreement. It outlines the job duties for the position of Dishwasher only. Further, I am committed to understanding the sensitive, ethical and confidential nature of the position and realize that comprising this could lead to immediate consideration of termination. Employment at Heritage Pointe is "At Will". For any reason, at any time, with or without cause or notice, Heritage Pointe or myself may terminate the employment relationship.

Dishwasher's Signature

Date

Chef Manager's Signature

Date

Director of Human Resources Signature

Date

****A signed copy of this job description will be placed in your personnel file for future referencing and used for evaluation purposes throughout the year. This format is the authorized form for all job descriptions at Heritage Pointe.***