



**Steward**  
**Position Description**

**Position Title:** Steward

**Reports to:** Culinary Management Team

**Position Summary:** Responsible for general and specific cleaning of the 6<sup>th</sup> floor kitchen. Also responsible for the upkeep of the equipment and assistance in food plate up, transportation and dishwashing.

**Essential Functions:**

- Washes all wares in dishwashing machine or by hand according to the highest sanitation standards.
- Polishes all silverware, platters and chafing dishes
- Collects trash from kitchen areas; empties garbage cans and washes and re-lines with new bags. Breaks down boxes, crates and removes debris.
- Examines garbage for misplaced silverware, dishes, glassware and other re-useable items
- Washes and polishes all stainless steel in the kitchen including shelves, dish cabinets, ice machines, coffee area, refrigerators, walk-ins, etc.
- Washes and cleans receiving, trash and other kitchen-related areas
- Sweeps and mops kitchen floors
- Stores all dishes and other wares in proper areas
- Cleans dish machine and dish area after each meal period
- Assists in food preparations, storing foods after delivery and cleaning coolers, freezers and storerooms
- Maintains inventories of soap, chemicals and paper towels in respective areas.
- Transfer supplies and equipment between storage room/purchasing and work areas
- Handles all china and glassware carefully to minimize breakage
- Continuously inspects floors in kitchen areas to assure they remain clean, clear of debris and dry
- Assists in completing weekly kitchen cleaning and maintenance list
- Cleans and safely stores all brooms, mops and other cleaning equipment in their proper places.

**Qualifications and Skills:**

**Education:** Any combination of education and experience equivalent to graduation from high school or any other combination of education, training or experience that provides the required knowledge skills and abilities.

**Experience:** One year minimum customer service, retail and/ or entry level culinary experience.

**Additional Skills:** Must have a professional demeanor with a willingness to take initiative. The physical demands for this position require the person to be able to stand for long periods of time, perform reaching, carrying, lifting pushing and pulling motions and exerting a minimum force of up to 25lbs with an ability to lift up to 50lbs.