

# HOTEL TEATRO

## Steward Position Description

<b>Position: Steward</b>	<b>Department: Food &amp; Beverage - Kitchen</b>
<b>Status: Non-Exempt (Full or Part Time)</b>	<b>Reports to: Chef de Cuisine &amp; Executive Sous Chef</b>

### Position Summary:

We are looking for a Steward to join our kitchen staff and maintain cleanliness around our restaurant and kitchen. Steward responsibilities include collecting used dishes, plates and utensils, loading washing machines and stacking washed items appropriately. If you want to kick start your career in the restaurant industry and be part of the behind-the-scenes operations, we'd like to meet you. Ultimately, you'll help provide an unforgettable dining experience for our customers.

### Essential Functions of the Job:

- Collect used kitchenware from dining and kitchen areas
- Load and unload dishwashing machines
- Wash specific items by hand (e.g. wooden cutting boards, large pots and delicate china)
- Store clean dishes, glasses and equipment appropriately
- Set up workstations before meal prep begins
- Ensure there are always enough clean dishes, glasses and utensils, especially during peak hours
- Maintain cleaning supplies stock (e.g. detergents) and place orders when necessary
- Check washing machines' operation and promptly report any technical/performance issues
- Remove garbage regularly
- Sanitize the kitchen area, including the floor

### Additional Job Duties:

- Completes tasks and projects delegated by management; assist other departments as business volumes and staff levels demand.
- Completes shift checklists and informs management if there is anything that time does not permit.
- Reports to work in a neatly groomed and acceptable manner as outlined in the employee handbook and departmental rules.
- Maintains regular attendance in accordance with the policy outlined in the employee handbook.
- Enforces and complies with all policies and procedures for Hotel Teatro.

**PHYSICAL REQUIREMENTS:** How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 10 pounds	Frequently
Walking	Frequently	Up to 25 pounds	Frequently
Sitting	Rarely	Up to 50 pounds	Occasionally
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Never	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching Crawling	Frequently		
Talking or Hearing	Frequently		
Tasting or Smelling	Tasting rarely/Smelling Frequently		

Education, Experience, Skills:

- Work experience as a Dishwasher preferred
- Hands-on experience with industrial washing machines
- Ability to follow instructions and help with various tasks, as needed
- Time management skills
- Attention to detail and sanitation rules
- Availability to work in shifts, during weekends and evenings
- High school diploma required

**SCHEDULING**

**Holidays/Weekends/Evenings:** Must be able to work a varying schedule including holidays, weekends and evenings on a regular basis.

**I am signing that I have received a copy of my job description and understand that it is not an exhaustive list of my job duties. I will notify my manager if there is something I do not understand or if I need additional training on any aspect of my job.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR/Dept. Manager's Signature

\_\_\_\_\_  
Date