

Kitchen Steward - Job Description

Job Title: Kitchen Steward
Department: Food Services
Reports to: Director of Dining Facilities
Revised: April, 2021

Position Summary

Assists with the function of kitchen cleanup, food preparation, and serving meals.

Duties and Responsibilities

- To assist with food preparation and serving meals when instructed by the Director of Dining Facilities or cook on duty
- To ensure cleanup is performed in compliance with Health Department regulations
- To ensure the dining room is kept clean and tidy, including tables, drink stations, milk box, and toaster bar
- To assist with the cleaning and maintenance of all commercial kitchen equipment
- To perform cleanup of all cookware and food preparation utensils
- To store cleaned items in proper location
- To inspect kitchens, workrooms, and equipment for cleanliness and order
- To take inventories of dinnerware, eating utensils, and serving utensils
- To report shortages and requisitions replacement of equipment from Director of Dining Facilities
- All other duties as assigned

Physical Elements

- Lifting and carrying 50 pounds
- Frequent bending and reaching
- Standing for long periods of time

Equipment Used

- Commercial kitchen equipment

Working Conditions

- Primarily indoor, works in heat from kitchen equipment and cold from walk in refrigerator and freezer

Minimum Qualifications

- Ability to work hard, follow directions, and be self-motivated with good cleaning habits
- Must be able to work weekends and holidays
- Ability to read and write in English
- Be able to use cleaning equipment and tools
- Minimum age of 16
- Physical strength to lift, load and unload up to 50 pounds, ability to sweep, mop, and complete general cleaning
- Stamina to stand and work for 8 hour shift with allowed breaks