

Iowa Events Center

JOB DESCRIPTION



Job Title: Kitchen Steward	Venue: Iowa Events Center
Company: Spectra Food Services and Hospitality	Department: Kitchen
Reports To: Executive Steward / Sous Chef	Supervises People (Y or N): N
Non-Exempt (Hourly)	Part Time

JOB SUMMARY:

The Kitchen Steward is responsible for the sanitation of all kitchen equipment, cooking utensils, dishware, glassware and silverware, as well as the kitchen. The employee must maintain excellent attendance and be available to work events as scheduled per business need.

ESSENTIAL JOB FUNCTIONS (including, but not limited to...):

- Operate dish machine equipment & wash any items not dishwasher safe by hand
- Place clean dishes, utensils or equipment in proper storage areas
- Assist on plate-up, food production line as needed
- Sort and remove trash or compost and clean after usage. Sweep and/or scrub all floors in the kitchen area
- Maintains a positive attitude and compliant employee relations climate
- Ensures compliance with health, sanitation, safety and employment regulations in accordance with company standards. Maintain a clean and organized kitchen for the food and beverage operation

REQUIREMENTS:

- Past experience working in a food production kitchen or similar industry preferred.
- Ability to positively interact with diverse personalities, including co-workers and managers in a variety of fast-paced work situations.
- Must have active listening and effective communication skills at a basic level of English.
- Ability to be detail-oriented, multi-task and effectively prioritize in a continuously changing environment.
- Ability to be self-directed while working in a team-oriented environment.
- Ability to work a flexible schedule including nights, weekends and long hours.

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

While performing duties of this job, the employee is frequently required to multi-task and prioritize work under time limits and with moderate to high pressure situations. Position requires constant attention to details and accuracy of specified standards or directions including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Position requires frequent use of interpersonal, communication skill with co-workers and management staff. Position requires frequent ability to work on a task independently and frequently work as a part of a team for a variety of tasks. Ability to learn proper sanitation and cleaning techniques.

Physical demands:

While performing duties of the job, the employee will constantly be required to grasp, fingering manipulation of product, feeling, and lifting. Employee will frequently push, pull carts of dishes and climb, stoop, kneel to reach supplies and product. Exposure to loud environment including loud food production machinery and crowded workspace. Exposure to hot plates, dishes and sharp objects. Exposure to wet floors. Employees will frequently be required to lift up to 50 pounds. Vision requires ability to constantly adjust focus, peripheral vision and close vision to stock product and operate equipment. Ability to frequently hear communication of others is a loud food production environment.

Work environment:

The duties of this position are performed primarily indoors. The noise level in the work environment is usually moderate to loud depending on daily work load of catered events, especially when kitchen equipment is in operation. Job requires extensive and continuous standing and walking.

This job description is subject to change.
Equal Opportunity Employer. Drug Free Work Place

To apply:

Please send your resume, preferred hours and contact information to iowaeventscenter@gmail.com.

I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.

NAME: _____ DATE: _____