

JOB DESCRIPTION

Position: Kitchen Attendant

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Job Title: Kitchen Attendant

Reports to: Banquet Sous Chefs; Culinary Director

Status: Full time

Pay Rate: \$15.00/hr

POSITION OVERVIEW

The primary goal of the Kitchen Attendant is to work directly with culinary team. This candidate is responsible for occasional prep work, maintaining cleanliness and sanitation standards for china, glassware, tableware, cooking utensils, kitchen surfaces etc., using machine and manual cleaning methods. This position also ensures the dishwashing area as well as entire kitchen is maintained as a clean, safe and sanitary facility. This position is a cross functional role and operates among all of our venues to include: American Theater, William Aiken House, Parcel 32, and Lowndes Grove. Reliable transportation is required for this position.

KEY RESPONSIBILITIES

Duties may include but are not limited to the following items:

- Stand and walk around for long periods of time
- Report to managers when something is broken or needs repair
- Keep a clean, stocked and tidy workspace
- Be able to self-motivate in work environment
- Able to follow written or verbal instructions
- Ability to sort, stack and clean dishes. Carry clean dish wear to cook's line and/or proper storage area.
- Proper sanitation of kitchen
- Change dishwater in dish machine every hour
- Wash pots, pans and trays by hand
- Remove trash and bring to dumpster
- Clean and roll/unroll floor mats; Sweep/mop floors
- Notify manager any time dish machine wash or rinse cycle falls below safety standard temperatures
- Able to work all shifts and holidays – to include nights and weekends

SPECIFIC DUTIES

- Operate dish washing machine, maintaining organization – proper rack stacking, silver presoaking, stacking plates and restocking wares.
- Prep for events.
- Periodic sweeping of floors, keeping floors free of spills and dry.
- Clean walls, tables, rack sinks, floor mats and disposal area. Polish stainless steel.
- Clean ovens, hoods, filters, drains, garbage cans and ceiling vents according to schedule or as specified by Chefs.
- Empty all trash cans at the end of shifts and return with liner to their proper location.
- Perform special cleaning projects as assigned.
- Maintain cleanliness and sanitation of kitchen as a whole.

REQUIRED SKILLS

- Ability to follow Patrick Properties standards
- Transportation to all PPHG venues is required
- Self-discipline, initiative, leadership ability and outgoing
- Pleasant, polite manner and a neat and clean appearance
- Ability to work cooperatively and professionally with other departments, with respect to the chain of command
- Able to do repetitive work in a high pace, hot environment
- Able to communicate with Chef & other cooks
- Knowledge of kitchen equipment
- Knowledge of safety rules for kitchen equipment
- Knowledge of where and how everything is stored