



# ALPINE CAMP AND CONFERENCE CENTER

## KITCHEN UTILITY

(DISHWASHER)

DATE WRITTEN: 10/1/2018

STATUS: PART-TIME

### PURPOSE

Present a superior food quality, quantity, variety, and service experience to each guest, thereby fulfilling our mission in providing a mountain top encounter with Jesus Christ.

### ACCOUNTABILITY RELATIONSHIPS

Reports to: The Food Service Manager and works closely with the Cooks, Baker, Dining Room Hosts, Utilities and various other staff members as needed.

### GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

### SPECIFIC QUALIFICATIONS

- Must have strong customer service skills.
- Must have the ability to work in a fast pace environment.
- Have the stamina to work long hours performing dish duties and helping in the dining area as needed.
- Must be able to work well with all ages.
- Must demonstrate excellent communication skills.
- Must be quick to quickly adapt to any nuances in the food service department.
- Have the ability to understand directions and follow through on given tasks in a timely manner.

### GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.

- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.
- Commit to Alpine's Relational Covenant guidelines.
- Other duties as assigned by Alpine's executive leadership.

### **SPECIFIC RESPONSIBILITIES**

- Keeps up with the daily Production Task Sheets.
- Responsible for the timely service of quality meals to all guests served.
- Responsible for the proper opening and closing of dish pit area.
- Operates kitchen equipment correctly, insuring that they all work properly as directed.
- Keeps dining room and food service storage areas clean and sanitized up to Health Department Standards.
- Uses Decision-Making Guidelines.
- Operates the industrial dishwasher.
- Ensures all dishes are clean to Health Code Standards.
- Empty and clean trash cans as needed.
- Ensure all beverage machines and surrounding areas are clean throughout shifts.
- Clean dish storage areas as necessary.
- Follow sanitation policies at all times.
- Provide assistance to prep cook and other kitchen staff as needed, especially during peak times.
- Perform opening and closing side work.
- Clean up spills and/or slippery areas or broken glassware immediately.
- Report any sanitation or janitorial issues to appropriate party immediately.
- Consults with the Dining Room Host, Food Service Assistant Manager and/or Food Service Manager as concerns arise.
- The hours worked will be flexible and will require some early mornings as well as nights and weekends.

### **GENERAL ESSENTIAL FUNCTIONS**

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders.
- Capable of lifting and carrying up to 50 pounds.
- Possesses a valid California driver's license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

### **SPECIFIC ESSENTIAL FUNCTIONS**

- Work in cooperation with other Staff Members with a willingness to assist in other departments.
- Actively demonstrates and implements quality service to Alpine's guests.
- Actively demonstrates and implements Alpine's Food Service Standards.
- Takes an active role in anticipating the needs of the guests and providing for them.
- The ability to work inside and outside in various weather conditions such as cold and hot temperatures, rain and snow.
- Other duties as assigned by the Dining Room host and/or Food Service Manager.

Signatures:

I \_\_\_\_\_ **have read and received a copy of my Job Description.**  
(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date Reviewed with Employee