



BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

JOB TITLE: Kitchen Utility

DEPARTMENT: OTCC - #24 and/or Mulligan Room #15

CLASSIFICATION: Regular Part-Time (20-29 hrs/week) and Part Time (1-19 hrs/week); Hourly, Non-Exempt

SALARY RANGE: \$11.33

JOB PURPOSE OUTLINE:

Kitchen Utility is responsible for maintaining the cleanliness, sanitation and organization of all kitchen areas, kitchen equipment, service ware and supplies. Promotes teamwork with coworkers, advances his/her knowledge and abilities and shares them with others and knows, observes and enforces objectives, policies, standards and procedures set forth by BVSA.

REPORTS TO: Under the direction and supervision of the Executive Chef or his/her designated "Lead" culinary employee.

SUPERVISES: Kitchen sanitation.

WORK ENVIRONMENT: Bear Valley Springs Association kitchens, restaurants, bars, food service areas, waste areas and storage areas.

ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES

- Assists with banquet events set-up, breakdown and restock of equipment and food while ensuring that food is presented in an appealing and appetizing manner.
- Stocks and maintains proper inventory level. Assists in the storage and organization of shipment stock as needed.
- Cleans and sanitizes pots, pans, silverware, china, glassware, cooking utensils and banquet supplies.
- Cleans, sanitizes and maintains all kitchen equipment including steam tables, deep fryers, boiler, ovens, steamers, speed racks, and shelves, walk-in refrigerators and freezers, dishwashing machine, and etc.
- Regularly tests dishwashing equipment for proper chemical balance to ensure proper sanitation and appearance of dishware, glassware and silverware.
- Maintains adequate supply of cleaning and dishwashing supplies. Use and store all chemicals and cleaning materials correctly. Follow proper use of approved chemicals and accurately label chemical containers. Always use goggles and gloves when handling chemicals.
- Performs minor maintenance checks and repairs on dishwashing machines.
- Breaks down boxes for all kitchen areas.
- Cleans garbage cans and transports to dumpsters.

- Removes and washes rubber mats from all kitchen and Food and Beverage areas.
- Cleans floors, drains, walls, light fixtures, ceilings and vents.
- Mops and cleans spills and debris in all Food and Beverage areas.
- Is aware of and follows all health regulations to prevent food borne illnesses.
- Ensures compliance with and enforces HACCP (Hazard Analysis Critical Control Points) and hygiene standards, including cleanliness and sanitation of work area; food areas are clean and presentable; and temperature tracking.
- Updates logs and checklists as required for position.
- Complies with applicable governmental laws and regulations.
- Follows BVSA Employee Handbook and policies.
- Follows departmental policies and standard operating procedures.
- Practices guest service standards while performing job duties and responsibilities.
- Performs other duties as assigned by supervisor or manager.

KEY RELATIONSHIPS: Members and member guests, Executive Chef, Culinary Employees, Servers, Server Assistants, Maintenance Department, and Janitorial department.

QUALIFICATIONS:

- Must possess a CA Food Handler's Certificate within 30 days of hire.
- Must be able to communicate effectively with supervisor and coworkers.
- Ability to multi-task.
- Ability to work in a fast paced environment.
- Must pass required drug test.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to feel or handle, reach with hands and arms, see, talk, hear, and taste or smell. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 30 pounds.

STANDARD SPECIFICATIONS / DISCLAIMER

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Signature of Employee Date:

Signature of Department Mngr. Date: