Kitchen Steward Job Description

Objective: To represent the highest standard of excellence in kitchen cleanliness and organization.

Reports to: Chef

Specific Expectations: The primary purpose of the position is ensuring the kitchen is clean, well maintained and organized at all times. The Kitchen Steward will maintain a proper level of clean inventory with a high standard of cleanliness according to the sanitation code. The Kitchen Steward, upon demonstrated job performance excellence, will be considered for numerous growth opportunities.

Opening Duties:

1. Sign in on the timesheet and check the communications binder or board for announcements and memos;
2. Ensure all equipment is clean and in good working order;
3. Check all chemical levels and inventory;
4. Wear all PPE as according to Canad Inns standards;
5. Review Banquet Event Orders;
6. Set up stations.

Shift Duties:

- ✓ Adhere to all sanitation guidelines;
- ✓ Assist the Cooks and Servers as necessary;
- ✓ Dispose of waste;
- ✓ Ensure all items are clean according to sanitation guidelines;

- ✓ Maintain a clean and organized work area;
- ✓ Monitor proper tank temperatures and chemicals;
- ✓ Record all breakage.

Closing Duties:

1. Complete day-end dishwasher maintenance;
2. Clean all soiled items;
3. Dispose of all broken items in the proper area;
4. Remove trash and waste;
5. Clean, sanitize and close workstations.

Qualifications:

- ✓ Able to work days, evenings and/or weekends;
- ✓ Can acquire Criminal Background Check and Food Handler & WHMIS certificates;
- ✓ Clean, with good hygiene habits;
- ✓ Communicates effectively;
- ✓ Detail-oriented;
- ✓ Multi-tasks efficiently;
- ✓ Organized, accurate and reliable;
- ✓ Prioritizes and works efficiently with limited supervision;
- ✓ Professional attitude and expectations;
- ✓ Positive and upbeat attitude and demeanour;
- ✓ Recognizes and resolves problems quickly and efficiently;
- ✓ Works in a team environment.

Supplies & Equipment:

1. Clean and pressed uniform

Workplace Abilities:

- ✓ Bend and stretch frequently;
- ✓ Handle a fast-paced environment;
- ✓ Lift, balance and carry trays of up to 20 lbs during your shift;
- ✓ Perform all duties in a hot and humid environment;
- ✓ Stand, walk and remain on feet and perform job duties for entire shift duration;
- ✓ Work quickly and quietly.

All job descriptions are subject to a periodic review. Other duties will be assigned occasionally by management. Changes will be discussed prior to or at the time of amendment.