

POSITION DESCRIPTION

JOB TITLE: Steward (Full-Time)**DEPARTMENT:** Food & Beverage**REPORTS TO:** Sous Chef

ESSENTIAL PURPOSE: To maintain banquets and operational functions in the restaurant, provide clean tableware for all hotel dining areas and functions, clean and sanitize all pots and pans used by the kitchen staff, and maintain a clean, safe, and comfortable work area for the kitchen and food service staffs.

ESSENTIAL DUTIES:

- To satisfactorily perform routine pre-service tasks as directed, including transporting china, glassware, and silver; making sure service plates are hot and ready to be used.
- To attend to food service lines throughout service, including maintaining an adequate supply of clean dishes and utensils; refilling plate warmers as needed; and providing a constant supply of hot dishes and platters.
- To sweep, clean, and de-grease all kitchen floors on a daily basis.
- To follow all specifications to properly presoak, clean, and store all china, glassware, and silverware.
- To tear down dish-washing machine at end of each shift and thoroughly wash baskets, tanks, sprayers, and all parts, in preparation for the next shift.
- To correctly follow all specified procedures to wash, disinfect, and store pots, pans, and fryers.
- To maintain the cleanliness of all sinks in the back of the kitchen, keeping them free of pots and pans.
- To retrieve fry pans from the line cooks, and clean and return them as soon as possible.

- To satisfactorily perform routine cleaning tasks in the kitchen as directed, including sweeping and mopping; cleaning all machines, sinks, shelves, and working tables; sweeping, cleaning, and mopping inside and out of all walk-in refrigerators and freezers; keeping dumpster area clean and orderly at all times; cleaning dish and food warmers; cleaning Chef's office; keeping coffee machine area clean; and cleaning and mopping employee dining/lounge area.
- To empty, wash, and reline all trash cans in back of kitchen, as soon as they are filled.
- To remove dirty towels from kitchen collection areas as they are filled, and replenish supply of clean linens and towels as needed.
- To maintain the banquet silver utensils storage area in an orderly manner, at all times.
- To set tables and empty trash containers in the employee lounge as needed, prior to and during service hours.
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others, including the safe operation of all power-driven machinery.
- To comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment.
- To handle, store, and label all hazardous substances according to state and federal regulations.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Able to understand English, and to follow simple verbal instructions. Some hotel/restaurant experience preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Learns quickly. Safety-minded. High quality standards for production and service. Courteous and friendly manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

WORKING ENVIRONMENT: Works indoors throughout shift in clean, well-lighted heart of the house. Kitchen may be moist, warm, and odorous from cooking foods. Kitchen floors are uneven, and may be slippery from moisture and grease. Works on concrete, tile, and carpeted surfaces. Bi-level structures. Performs work over extensive area of facility.

PHYSICAL DEMANDS: Stands and walks short distances throughout shift. Constantly required to handle and move objects weighing up to 40 lbs. over moderate distances. Frequently required to handle and move objects weighing up to 300 lbs. over moderate distances, using appropriate hand trucks and carts. Bends, stoops, reaches, pushes, and lifts to perform routine tasks. Flexibility and good reflexes required to operate electric carts. Must be able to work under pressure. Frequent use of stairs, daily.

IMPACT OF DECISION: Decisions directly impact customer service, the condition of company property, and hotel standards of cleanliness and hygiene. Poor decisions may result in customer dissatisfaction and loss of revenues, due to inefficient service, lack of attention to detail, negligent handling of company property, or unsafe work practices.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____

Supervisor signature

Date: _____