

POSITION DESCRIPTION

JOB TITLE: Steward (Temporary/Seasonal)

DEPARTMENT: Food & Beverage

REPORTS TO: Food & Beverage Manager; Executive Chef

ESSENTIAL PURPOSE: To provide a clean, safe, and comfortable work environment for the food and beverage department in compliance with California Department of Health standards. To provide clean tableware and to give support to kitchen and banquet staff.

ESSENTIAL DUTIES:

- To wash all utensils used for cooking and table service.
- To wash pots and pans by hand using three compartment sink following proper manual dishwashing procedures.
- To tear down dishwashing machine at end of each shift and thoroughly wash baskets, tanks, sprayers, and all parts, in preparation for the next shift; to change water every three hours.
- To set up bus tubs around kitchen throughout service.
- To ensure that floor mats are placed in designated areas.
- To maintain hallways clean and organized.
- To maintain cleanliness of all carts, food warmers and braziers at all times.
- To retrieve dirty dishes from bus stations.
- To maintain all china, glassware and silver and store in its designated area.
- To polish all silverware and hollowware.
- To ensure silver and glassware remain organized.
- To maintain work station clean and organized

- To sweep, mop and scrub all kitchen floors.
- To clean stoves, ovens, deep fryers and grills.
- To empty all carts and place them in designated areas.
- To attend to food service lines and dish-up service, including maintaining an adequate supply of clean dishes and utensils; to refill plate warmers as needed; and to provide constant supply of dishes and plates.
- To clean all refrigerators and walk-in boxes.
- To clean all counter tops.
- To clean all hoods and filter units.
- To remove all trash, keep dumpster area clean.
- To clean all trash receptacles.
- To maintain delivery area immaculately clean.
- To assist in preparation for pest control and elimination.
- To ensure security of all equipment.
- To maintain equipment cleanliness and storage in designated area.
- To keep dirty linen bag accessible throughout shift.
- To perform a variety of duties, often changing from one task to another without loss of efficiency or composure. To assist in all tasks relevant to the Stewarding Department as directed by your Supervisor.
- To communicate all member and guest requests to an appropriate supervisor in a timely and professional manner.
- To respond in a courteous, professional and prompt manner to member, guest and staff requests and to comply with Service Absolutes.
- 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 and machinery.
- 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 basic English, and to follow simple verbal directions. Must be able to understand and comply with safety precautions in the use of chemicals. Some private club/hotel experience preferred.

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

WORKING CONDITIONS: 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. Performs work over extensive area of facility. Possible exposure to blood-borne pathogens.

PHYSICAL DEMANDS: Stands and walks short distances throughout shift. Constantly required to handle and move objects weighing up to 40 lbs. over moderate distance. Frequently required to handle and move objects weighing up to 200 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 and have the flexibility to work weekdays, weekends and holidays.

IMPACT OF DECISION: Decisions directly impact productivity in the kitchens, the condition of club property, and club standards of cleanliness and hygiene. Poor decisions may result in member and guest 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: This position is classified as Temporary. Temporary employees (also referred to as seasonal employees) are defined as those employees holding jobs of limited duration due to the seasonality of the hotel or golf course property or arising out of special projects, abnormal workloads, or emergencies. While Temporary employees are hired for a period of time not exceeding 12 months, Temporary employees will not experience a change in status simply because they remain in the Company's service for a longer period. Temporary employees who are rehired within 180 days of completion of their services will be reinstated and credited with prior periods of continuous employment with the company. Upon completion of the Introductory Period, employees in this category may participate in the same benefits provided to Part-Time employees (certain benefits may have shorter waiting periods for eligibility).

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: _____