

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Kitchen Steward

JOB CODE : 030419, 030476

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

Inspects and monitors sanitary conditions throughout food preparation and storage areas and ensures that scheduled crew follows all sanitation requirements; documents/takes actions on infractions; ensures that crew is cross-trained in all kitchen cleanup requirements.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and directs some of the activities of assigned food handling, dishroom, and cleanup personnel.

NATURE AND SCOPE

1. Ensures that scheduled crew is present and follows all sanitation requirements including proper dress and safety procedures;
2. Performs daily inspection of food handling, preparation, storage, and trash areas including, but not limited to, butcher shop, bake shop, kitchen, service areas, dishroom, kitchen walk-ins, trash room, dock, locker room, and other areas;
3. Takes immediate action to correct sanitation infractions as required;
4. Responsible for sanitation and cleanup for food service cafeteria; stocks/maintains supplies as required;
5. Responsible for cross-training of assigned crew to handle all kitchen cleanup jobs;
6. May perform all cleanup duties assigned to crew;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift up to one-half mile per shift;
2. Occasional sitting while completing paperwork at desk;
3. Frequent lifting/carrying cleaning supplies/equipment up to 30 pounds; occasional lift/carry up to 50 pounds;
4. Occasional pushing/pulling using both hands/arms while cleaning, exerting force of 5 to 30 pounds;
5. Frequent bending/twisting at waist/knees/neck while cleaning or inspecting;
6. Occasional kneeling/squatting while cleaning;

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7. Constant use of both hands/arms in reaching/handling/grasping/fingering while inspecting, cleaning, stocking supplies, etc.; some overhead reaching required;
8. Constant use of sight abilities in inspecting and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of hearing/speech abilities in communicating with food servers, customers, subordinates, coworkers, and supervisors;
10. Frequent use of sense of smell in performing job duties.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food preparation areas and food handling personnel are in compliance with all sanitation regulations and in maintaining a safe work environment;
2. Must be able to plan/organize workload to ensure that all activities are completed in a timely manner;
3. Must be able to follow oral and written instructions and record information accurately;
4. Must be detail oriented and able to inspect and take corrective action if necessary;
5. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, sanitation regulations, etc.;
6. Must be able to instruct personnel and enforce adherence to sanitation regulations;
7. Must possess good leadership/supervisory skills in order to direct and train assigned personnel in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors throughout food service cafeteria.

Tools & Equipment Used: Cleaning supplies/equipment and general office equipment. Safety equipment includes safety glasses/shoes, gloves, and back support belt (optional).

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as head service attendant or leadperson in kitchen worker classification.

OTHER SPECIAL QUALIFICATIONS

None.