

Utility I

Job Title:	Utility I	Reports To:	Executive Chef or assigned Culinary Leads
Sector(s):	Chartwells Higher Education	Prepared Date:	2/2012
Job Code(s):	80000026	FLSA Status:	Hourly Nonexempt / Full Time

Duties responsible for:

- Communicate to Chef, Production Manager or Utility/Receiver any departmental, safety and sanitation needs or issues immediately.
- Primary Duty is to aid in utility duties to assure proper sanitation of all food contact services and customer serving areas. This includes all self-service food & beverage stations, tables, chairs, counters, carpets, floors, doors, windows, entryways, and public & employee restrooms.
- Stock and fill self-service & beverage stations to assure areas are cleaned, maintained, and have an adequate supply of flatware, plates, cups, ice, and product as needed.
- Breakdown Dish Machine at minimum of every 2 hours, clean with approved cleaning products and hose clean making sure machine is reassembled properly free of dirt and debris.
- Responsible for sweeping, mopping, or cleaning with a hose, the kitchen, dining room, outside patios, receiving dock, designated smoker area and restrooms after Lunch and Dinner or as needed.
- Breaks down all boxes in the kitchen and deposit into recycling bin.
- Removal dirty linen from the kitchen to designated area.
- Cleaning equipment as designated by Chef, Production Manager, Receiver I or Receiver II.
- Oversee Utility Crew in removal of garbage from kitchen, hose out cans and replace garbage bags.
- Assure all mop buckets and cleaning aids are stored properly and that mop heads and dust pans are cleaned at shift end.
- Maintain proper safety and sanitation standards while making sure all washed and sanitized food storage, food prep and food serving smallwares are properly air dried and stored properly while overseeing work are is maintaining and clean.
- At shift end entire work area must be cleaned and sanitized with all items ran during shift put in its proper area sanitized, clean and free of debris.
- Keep safety in mind, safety aids are provided to prevent personal injury, the job requirement necessitates all safety aids provided be used at all time.
- Assist in other areas of the operation as needed.
- Availability to work a flexible schedule, including nights, weekends, & holidays.

Skills

- Experience as roundsman preferred.
- Maintains Chartwells Hospitality Standards
- Displays a positive and enthusiastic approach to all assignments.
- Must work well with others and have good communication skill.
- Presentation and customer service skills are imperative.
- Exhibits a cheerful and helpful manner when dealing with customers.
- Ability to lift, bend and carry up to 50 lbs.



Physical Demands: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee frequently is required to walk and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is frequently exposed to moving mechanical parts and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and extreme cold. The noise level in the work environment is usually moderate. The employee frequently has hands in hot soapy water and/or cleaning and sanitizing chemicals.

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, skills, tasks, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to modify essential functions of the job, or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs or technical developments).

Chartwells promotes an environment free of discrimination and open to communication. Compass has an Open-Door Policy. If you have any questions direct them to your immediate supervisor. If you have a concern, which cannot be satisfied by your immediate supervisor, you may contact your District Manager, Regional Director, or the Human Resources Service Center at 877-311-4747.

I have read the above job description and can perform the essential functions of the job with or without reasonable accommodation:

Signature

Date

I require the following accommodation:

