

**HOFFMAN ESTATES PARK DISTRICT  
JOB DESCRIPTION**

**Dishwasher**

**Hours vary from 10-25 per week**

**Hours include nights and weekends**

**Salary Range: \$10.00 - \$14.00 per hour**

**Non-Exempt (PT)**

Function

Promote Hoffman Estates Park District and Poplar Creek Country Club by providing coordination and production of food from the restaurant/bar, kitchen, banquets, weddings and golf outings that meets the expectations of all guests.

Supervision Received

All worked is performed under the supervision of the Kitchen Production Supervisor or Assistant Kitchen Production Supervisor.

Essential Functions and Responsibilities

**A. General Administration**

1. Sanitizing, cleaning of all plates, glasses, pots and equipment.
2. Must maintain personal cleanliness and wear proper uniform including hat.
3. When starting shift, inspect soap, sanitizer and salt containers to make sure full.
4. All washed items must be inspected for food buildup, lipstick, etc., before returning to storage.
5. Glasses must be properly racked and returned to storage or bar.
6. Water in upstairs machine should be changed during a busy shift.
7. All pots and pans should be kept organized and free of clutter.
8. Both dishwashing areas should be kept organized and free of clutter.
9. During slow periods, dishwashers are required to either:
  - a. Check with cleaning schedule
  - b. Assist in helping with food preparation
10. Perform other duties as assigned by the Kitchen Production Supervisor or Assistant Kitchen Production Supervisor.

**B. Customer Service**

1. Staff will greet guests in a friendly manner.
2. Be courteous and respectful at all times.

3. Staff will provide the guests with accurate information in all Park District communications.

**C. Safety, Health and Loss Control**

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.

Marginal Responsibilities

1. Communicate with residents, employees and vendors via telephone.

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff
2. Must be able to respond to guests needs.

Physiological Considerations

1. Must be able to work prolonged hours during nights and days as needed.
2. Must be able to stand, walk and climb stairs.
3. Must be able to work at various times.
4. Must be able to work in difficult climates.
5. Must be able to carry heavy crates and containers.

Environmental Considerations

1. Must be able to follow directions and perform responsibilities as described.

Cognitive considerations

1. Must be able to follow directions and perform responsibilities as described.

Requirements

1. Valid Illinois Drivers License.
2. Basic knowledge of kitchen sanitation.
3. Operate equipment necessary to complete assignments.
4. Able to lift 50lbs with no bending or twisting restrictions.
5. Deal with the public and fellow employees in a polite and businesslike manner.
6. Become familiar with the Employee Safety Manuals.

7. Perform all other duties as assigned

Division Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_