

## Union Public Schools Job Description

**Position Title:** Dishwasher  
**Department:** Child Nutrition  
**Reports To:** Child Nutrition Site Manager/Director of Child Nutrition

**FLSA Designation:** Non-exempt

**SUMMARY:** To clean and sanitize dishes for students, teachers and guest in a quick and pleasant manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Reports to work on time and in complete uniform.
- Uses good hygiene habits; washes hands before beginning and between projects.
- Maintains safety and sanitation in operation of dishwasher area.
- Makes sure that dishes and equipment are not mistreated or abused; takes care to avoid breakage.
- Keeps water, steam and temperatures at proper levels for meal periods.
- Installs and properly maintains filters, wash arms and curtains.
- Keeps water hot, clean and free from grease and grime.
- Washes carpet.
- Reports any dangerous conditions.
- Follows all employee, safety and sanitation rules.
- Checks menu to see if bottles need to be filled, ketchup, mustard, mayonnaise, etc.
- Gets student silverware cart ready; silverware, napkins. Puts out cart by 10:50 a.m.
- Puts condiments on tables.
- Teacher's silverware cart; set out napkins, condiments, tea.
- Takes cart to teacher's lunchroom and picks up after lunch time.
- Puts silverware on cart. Makes extra tea for guests (leaves tea in kitchen area).
- Gets ice for teacher's cart and kitchen.
- Empties garbage cans and puts two new bags in place.
- Gets bucket for milk.
- Gets bucket with soap for children (will need 4 washcloths).
- Puts out large bucket with handle for milk leftovers.
- Makes Ranch and Italian dressing as needed.
- Starts at 10:00 a.m. on Tuesday and Thursday and packages box lunches; when necessary, makes sandwiches and prepares lettuce and tomato.
- Washes and places clean silverware in racks as needed.
- Keeps area behind serving line picked up during serving time.
- Washes pots and pans as time permits during serving time.
- Rotates daily between dishwashing area and drying area during serving time and clean-up time.
- Puts away extra milk from window area.
- Brings in extra milk from milk box and washes out milk box.
- Refills condiment bottles for next day's use.
- Cleans, dismantles and drains the dishwasher; runner for the day wipes down his/ her side of the dishwasher.

- Rolls up mats and stores properly.
- Checks that everything is locked, shut off and cleaned.
- Informs manager when items used need to be ordered.
- Helps sweep and mop, if time permits.
- Treats children, adults, and other employees with respect and in a friendly and courteous manner.
- Helps other employees complete their jobs, as time allows.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general educational degree (GED).

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with co-workers and students, and have the ability to plan own work schedule and to direct helpers under his/ her supervision. General knowledge of the best methods of preparing and cooking foods in large quantities; ability to adjust recipes to the quantity required. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee 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 employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/ or move up to 50 pounds such

as milk create, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee 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 employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. They employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.