



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500
 Pretty Eagle St. Charles

JOB DESCRIPTION

Job Title: Dishwasher/Custodian - Evening
Department: St. Labre Food Services
Reports To: Head Cook Evening
FLSA: Non-Exempt
Salary Grade: 1B (\$8.75-\$12.10)
Approval: 2/26/2010
Status: Full-Time 12-month
Location: St. Labre Ashland, MT
Closing Date: 3/12/2010

SUMMARY

The Custodian/Dishwasher works to provide a clean, safe, and pleasant dining atmosphere for the students and staff of St. Labre.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. *Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any time. Duties

1. Prepares for lunch and dinner by setting down tables/chairs in the dining room, transferring milk from the walk-in dairy cooler to the milk cooler in the serving area, checking that all trash cans are emptied and relined, and refilling all paper and soap dispensers.
2. Prepares the dish room by filling silverware bins with water & soap, filling dish machine with water, checking dish machine supplies, and checking all gauges on dish machine to make sure it is operating properly.
3. Operates the dish machine during breakfast and lunch, manually washes pots and pans before they are sent through the dish-machine, puts away all clean dishes in appropriate place.
4. Cleans and sanitizes all counters, sinks, and shelves in the dish-room after each meal.
5. Sweeps and mops the dining room, serving area, dish-room, mop-room, and entry way after breakfast and lunch, mops up all spills immediately.
6. Cleans and sanitizes bathrooms after lunch and dinner according to established procedures.
7. Washes doors, glass, crash-bars, and door handles after each meal.
8. Cleans and sanitizes all counters, sinks, and shelves in the dish-room daily after lunch and dinner.
9. Empties all garbage cans and relines the cans after lunch and dinner, washes and sanitizes cans often to prevent bacteria growth and bad odor.
10. Checks in supply orders as they are delivered. Refuses any damaged goods, reports to Head Cook any items damaged or short on delivery truck so credits may be obtained.
11. Helps mark all incoming supplies with price & date received and stocks shelves in the storeroom, freezers, and coolers, following the First In-First Out Policy.
12. Cleans and organizes the freezers daily and makes sure all frozen foods are stored off the floor according to sanitation regulations.
13. Stores all chemicals safely away from food and food service supplies, also insures chemicals are not accessible to students, Also maintains MSDS manual for all chemicals.
14. Prepares a list of nonfood items needed and submits to Head Cook so items can be ordered, also, works with Head Cook to compile an order for frozen food supplies needed for menu or requisitions.
15. Records (on designated form) all food and nonfood supplies used.
16. Transfers frozen foods needed for the menu to the cooler for safe defrosting.
17. Physically counts and records all frozen food and non-food (janitorial & dish room) supplies on hand the last day of each month.
18. Operates commercial floor machines to maintain (strip, seal, and wax) hard floor, vacuums rugs in dining room and office.
19. Flushes (with hot running water) all floor drains at least twice a week.
20. Checks all windows and doors each night at closing time to make sure everything is locked up.
21. Observes physical condition of all equipment and facilities and makes sure any problems are reported and corrected immediately.
22. Completes work orders and submits to Head Cook or FS Director or to the maintenance department.
23. Follows up on work order (by informing FS Supervisor) if repair is not completed right away.
24. Immediately reports all accidents, personal injuries, and any -near misses- to the Food Service Supervisor or Food Services Director.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); and one to six months related experience and/or training preferred; or equivalent combination of education and experience.

KNOWLEDGE SKILLS AND ABILITIES

Excellent interpersonal skills; demonstrating the ability to get along with others during daily contact with supervisor, co-workers, students, staff, and sales/delivery people.

Working knowledge of Food Service Safety and Sanitation; use and care of Food Services equipment; and food preparation.

Ability to work independently with little supervision.

Ability to read and write routine reports.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to perform basic mathematical operations; adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals.

Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.

Commitment to the mission of the Roman Catholic Church in Native American education.

Sensitivity to, and appreciation of Native American people and their cultures.

Ability to serve as an appropriate role model for students.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Montana driver's license. Food Service Safety and Sanitation Certificate (within the probation period) Proof of TB test, chest X-ray, or doctors statement. Must be renewed every year.

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 regularly required to stand; walk; bend, push; and stoop, kneel, crouch, or crawl. The employee frequently is required to reach with hands, arms, and shoulders while moving, preparing, or serving food or sweeping, mopping or cleaning. The employee is frequently required to talk or hear. The employee must frequently lift and/or move up to 50 pounds of weight while preparing or moving food items and stocking shelves.

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.

WORK HOURS

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.

DRESS CODE, PERSONAL HYGIENE

Because of the safety factors involved in preparing and serving food, excellent personal hygiene practices must be followed. Body, hair, fingernails, clothing and shoes must be clean when reporting to work. Hair restraints, uniforms and slip-resistant hard-toed shoes with adequate arch support are required at all times while on duty. Uniforms will be provided by St Labre. Employees will change into their uniforms and work shoes when arriving for work. Uniforms will be laundered and stored at work. Aprons and serving gloves, and protective gloves are also required much of the time. Protective safety gear is required when specified by material safety data sheets. Jewelry, artificial nails, sleeveless shirts, short shorts, short skirts, sandals, torn or stained clothing, T-shirts that promote drugs, alcohol, tobacco, or obscene language, are not permitted. Preparing or serving food is prohibited when there is open or infected cuts or sores on any exposed part of the body. Cuts, sores, or acne must be properly treated or covered. Working with or near food is also prohibited while experiencing a sore throat or flu-like systems.

