



THE CALIFORNIA CLUB  
LOS ANGELES

POSITION TITLE Dishwasher	DEPARTMENT Stewarding
REPORTS TO Stewarding Supervisor	FLSA DESIGNATION Non-Exempt

2022

### POSITION PURPOSE

This position is responsible for the overall cleanliness, sanitation and proper storage of all china, glassware and flatware used by the club.

### ESSENTIAL FUNCTIONS:

1. Separates dirty china and flatware in the dish room and loads all items properly into racks to be run through the main dishwasher.
  2. Ensures that all glassware is separated out, placed into the appropriate racks, and run through the glass ware washing machine.
  3. Unloads all clean/sanitized products carefully (they may be hot) onto carts and racks to be placed back in proper storage areas.
  4. Takes all necessary safety precautions when using polishing/cleaning chemicals by wearing gloves. When running the main dishwasher and glassware machine, all stewards must use caution when touching hot surfaces.
  5. Separates china from glassware and silver in order to expedite cleaning process and avoid breakage. On extremely busy nights, sets up a large rolling rack for glassware to avoid breakage.
  6. Ensures flatware, plates and glassware are always re-stocked in proper location. Steward should occasionally check flatware, glasses and plates for cleanliness (water spots or a pattern of unclean product should be reported to one of the stewarding supervisors).
  7. All dishwashers should be knowledgeable in each position of the stewarding department in order to help fill in during days off and vacation.
  8. Ensures stewarding area and exterior storage areas stay clean and organized at all times.
  9. Deep cleans the service kitchens on the 1st, 2nd, and 3rd floors during slow periods in the kitchen. Dishwashers will also be asked to mop the 3rd Floor Patio on nights when we have events booked.
  10. Polishes all silver items on a nightly basis such as: Candelabras, Chafing Dishes, Coffee Samovars, Service Platters, Coffee Pots, Water Pitchers, Sugar Bowls, Cracker Baskets, and Copper Pans.
  11. Removes and cleans floor mats from the dish room along with the mats gathered from the kitchen every night. Ensure the water in the dishwasher is emptied and cleaned every time after mats are cleaned. After, sweep and mop dish room floor as mats are being sent through the dish machine.
- NOTE: The Health Department requires that the floor and mats be cleaned every night.

## JOB DESCRIPTION (Continued)

POSITION TITLE: Overnight Janitor

12. Empties trash cans from the 1st, 2nd and 3rd floors and replaces liners as need (On a nightly basis).
13. Ensures all Health Department codes and regulations are met at all times.
14. Completes other duties and tasks as assigned by the Stewarding Supervisor, Assistant Manager or General Manager.

### OTHER

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Club. This possibly will include working weekends and holidays. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with the California Club rules and regulations for the safe and effective operation of the club's facilities. Employees who violate club rules and regulations will be subject to disciplinary action, up to and including termination of employment.

### SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the requirements of the Club:

- Assists in other areas when requested by Supervisors.
- Cleans supplies daily and stores them in proper storage areas.
- Allowed two 10-minute breaks. Also allowed one 30-minute meal break.
- Completes any other task as assigned by the Supervisor or Management.

### SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must have knowledge of and be able to operate all equipment related to the department
- Must have knowledge of chemicals and how to mix the chemicals used in the departments.

## JOB DESCRIPTION (Continued)

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### PHYSICAL DEMANDS

- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens (+110°F), possibly for one hour or more.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to exert well-paced ability in limited space.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Must be able to lift trays of food or food items weighing up to 30 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. frequently.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.

### QUALIFICATION STANDARDS

#### Education

High school or equivalent education

#### Experience

Minimum of six months-prior experience.

#### Licenses or Certificates

None

#### Grooming

All employees must maintain a neat, clean and well-groomed appearance. Ensure uniform and personal appearance are professional per the California Club standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.