

Job Description: Dishwasher  
Department: Food and Beverage  
Reports to: Front of House leads  
FLSA Status: Non-Exempt



*Fort Worden*  
— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

**Position Summary:** The dish and general utility position is responsible for maintaining cleanliness and sanitation standards for china, glassware, tableware, cooking utensils, etc., using machine and manual cleaning methods. This position also ensures the dishwashing area is maintained as a clean, safe and sanitary facility.

### **Principal Duties and Responsibilities**

- Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine
- Sort and stack clean dishes; Carry clean dishes to cook's line and other proper storage areas; Rewash soiled dishes before delivering
- Change dishwater in dish machine every hour
- Wash pots, pans and trays by hand
- Remove trash and garbage to dumpster
- Set up or break down dishwashing area
- Clean and roll/unroll mats
- Fill/empty soak tubs with cleaning/sanitizing solutions
- Sweep/mop floors
- Assemble/disassemble dish machine
- Sweep up trash around exterior of restaurant and garbage dumpster
- Wipe up any spills to ensure kitchen floors remain dry
- Notify manager any time dish machine wash or rinse cycle falls below safety standard temperatures
- Do not touch dirty dishes before touching clean dishes without washing hands first
- Other duties as assigned by supervisor or other management

### **Minimum Qualifications**

1. High School diploma or GED equivalent
2. 1 year of experience in food or customer service
3. Food service, catering, dining experience, preferred
4. Food Service Card Issued by the State of Washington
5. Professional appearance and manner, good character to work on a fast-paced team
6. Positive, honest and energetic work ethic
7. Able to grasp, lift and/or carry up to 30 lbs. as needed
8. Regularly required to stand, walk, talk and hear for almost all of scheduled shift
9. Frequent required use of hand to finger motions, handle or feel objects, reach with hands and arms
10. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
11. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation

### **Knowledge, Skills, and Abilities**

1. Knowledge of food service lines set-up and temperature requirements; presentation methods, techniques and quality standards
2. Knowledge of supplies and equipment required for position
3. Ability to read and write and follow routine verbal and written instructions
4. Ability to understand and follow safety procedures; safely use cleaning equipment and supplies
5. Ability to work special events including working outside
6. Communicate with guests in a friendly manner
7. Adept at working quickly and effectively during busy times
8. Willing and able to work evenings, weekends and holidays
9. Can work well under pressure in a fast-paced, high stress environment
10. Can work on own as well as part of a team

**Key competencies**

Key competencies include manages times well, communication, customer service, attention to detail, honesty, reliability, and adaptability. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.***

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Culinary Server

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing				X	
Running	X				
Bending or twisting				X	
Squatting or kneeling			X		
Reaching above shoulder level				X	
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles		X			
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Using Foot Controls					
Work in/exposure to inclement weather			X		
Work in/exposure to cold water			X		
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements			X		
Use of hot equipment (e.g., ovens)			X		
Exposure to electrical current		X			
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)			X		
Distinguishing colors		X			
Hearing conversations or sounds			X		
Hearing via radio or telephone			X		
Communicating through speech				X	

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Communicating by writing/reading			X		
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people	X				
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date