

JOB DESCRIPTION

Position: Dining Room Utility

Site:

Brief:

- To ensure site Kitchen and Dining Room are cleaned to the standards required by Action Industrial Catering Pty Ltd.
- To ensure uniforms are maintained in a clean and uncreased manner, aprons, hats and hairnets to be worn at all times.
- Ensure Detail Cleaning is completed as per Manager / Head Chef direction, to maintain cleanliness and presentation of the Kitchen, as per the Daytime Cleaning Schedule.
- To ensure prompt and friendly service in the Dining Room to all Residents and Visitors to site.
- Other duties as directed by Site requirements.

Reporting to: Head Chef – Kitchen duties
Project Manager – Other duties

Scope of Duties: Maintain cleanliness of the Kitchen and Dining Room during the day.

Daily Schedule:

0400-0430	Set up dining room for breakfast
0430 – 0800	Replenish – biscuits Ice cream Cones Cereals (5 varieties) Tea/coffee/sugar Milk (3 varieties) clean the fridge Cordials (2 varieties) rotate varieties Water Clean the drink machines. <ul style="list-style-type: none"> • Washing of crockery, cutlery etc during service, ensuring all crib selections are kept full at all times. • Wipe down all bench tops, buffet, crib tables, soup station. Replenish bread, butter, margarine, containers & lids, plastic bags, plastic cutlery and any other crib supplies. Tables – wipe down tablecloths • Clean and replenish all sauces & bottles on buffet and in the fridge. (Wipe bottles, rotate stock, and check use by dates) • Refill Salt & peppershakers, Serviette holders, Sugar shakers, etc • Top up and rotate fresh Fruit, using clean Dixie's daily. • Clean and refill coffee machine.
0800-0830	BREAK
0830 – 1000	allocated duty as per Dining Room Cleaning schedule
1000 – 1030	sweep and mop floor.
1030 – 1100	Polish Dining Room floor.
1100 – 1200	Set up Dining Room for Lunch:- <ul style="list-style-type: none"> • Place out tongs, spoons etc. • Bread and Knife. • Cheese board.

1200 – 1300 **Lunch Service**

- Keep hatch clear of dishes.
- Wash, polish, store crockery, cutlery and glassware.
- Wash pots.
- Top up breads, sauces etc as required
- Keep tables clean and tidy

1300-1330 **BREAK**

1330 – 1400 **Dining Room**
Reset for Dinner service

1400-1600 Duties as directed by head chef or Manager

Any maintenance requirements to be written in the maintenance book. Hazards and positives to be filled out and given to the manager.

I _____ have read and understand the requirements of the Dining Room Utility position.

Employee Name / Signature.....Date.....

Managers Signature.....Date.....

