

## **Oncenter Complex Job Description**

**Job Title:** Kitchen Steward  
**Reports to:** Executive Chef

**Dept:** Food & Beverage  
**FLSA Status:** Non-Exempt

**Position Summary:** Acts as a working supervisor. Is responsible for cleaning organizing and maintaining kitchen, dishes and all catering supplies. Directs staff performing many of the same duties.

**Essential Duties and Responsibilities:**

1. Washes dishes before, during and after events.
2. Organizes all supplies/small wares as needed.
3. Maintains china, glass and silver inventories.
4. Ensures that all storage areas are kept clean and in order.
5. Disposes of refuse in proper location.
6. Maintains cleanliness of refuse room with trash emptied and garbage cans cleaned.
7. Maintains cleanliness of kitchen and equipment including coolers and floors.
8. Puts away groceries.
9. Cleans and maintains dishwasher.
10. Organizes glassware and plate ware, ensures that items are put away properly after an event.
11. Ensures that all catering equipment such as such as heat lamps, burners, etc. are kept clean and in working order.
12. Directs staff performing many of the same duties.

**Other Duties and Responsibilities:**

1. Performs other related duties as required.

**Education/Experience Requirements:**

High School Education, Some related experience preferred.

**Competencies:**

Commits to quality, Respects others, Team player, Punctual, Self-motivated, Demonstrative flexibility, Organizational skills.

**Physical Requirements/Environmental Conditions:**

Heavy lifting up to 100lbs. Works in a hot area with much humidity at times and noisy during busy periods, job involves much standing and walking. Working hazards include hot surfaces, wet floors, and sharp objects. Shifts include late nights and weekends. Must be available to work past midnight.

**Applications:** *Submit resume or "Application for Posted Position" to Human Resources.*

*"Applications for Posted Positions" are available in Human Resources or Security and are for the use of current Oncenter employees only. Non-employees must submit resume or complete an Oncenter Employment Application.*