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| **Community:** | Garden Spot Village |
| **Department:** | Dining Services |
| **Reports to:** | Dining Services Manager |
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| **Overview:** | The Utility Aide is responsible for the general sanitation of Dining Services, including aspects such as cleaning of floors, equipment, and tableware. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Treats all information about residents, their condition, and family as confidential.
* May work on the serving line.
* Operates dishwasher and record temperatures, wash pots and pans and other utensils used in food preparation.
* Sweeps and/or mops floor.
* Remove trash, garbage, recyclables (from all cans large and small) from Dining venues and kitchens.
* Cleans equipment and other areas within the department.
* Assesses problems with dishwashing equipment and report promptly to the supervisor.
* Stocks china and other supplies as needed.
* Picks up and breaks down soiled dish carts from the café and lounge areas.
* Works cooperatively with food service staff and other departments.
* Attends in-service training programs for Dining Services employees.
* Observes proper food safety standards.
* Assumes quality assurance duties as assigned.
* Consistently works cooperatively with residents, residents’ representatives, and facility staff.
* Carries out other responsibilities as directed by the supervisor.
* Performs all duties assigned in an effective, timely and professional manner.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Ability to work closely with others in a spirit of cooperation.
* Must treat residents and the public with kindness and respect, in a cheerful manner.
* Identifies with and promotes the Mission and Philosophy of Garden Spot Village.

**Equipment to be Used**

* Dishwasher and soap dispensers.
* Chemical towers.
* For those 18 years of age and older: trash compactor.

**Working Conditions**

* Must work every other weekend.
* Must work scheduled holidays.
* May be required to help with special functions.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date