

**St. Vincent de Paul Society of Marin County  
Job Description**

---

**Position:** Dishwasher  
**Reports to:** Cook  
**Hours:** Approximately 30 hrs/week

**Summary of Responsibilities:**

The Dishwasher runs the dishwasher to clean all trays, plates, cups, utensils and most other small kitchen items. Cleans the walk-off mats and mops the floor at the end of the day.

**Major Duties:**

1. Abides by the following schedule: 7:00-8:30am focuses on washing dishes; from 8:30am on, focuses on making salads.
2. Washes/dries dishes, flatware and trays and uses the dishwasher as necessary.
3. Inventories and logs in all lunch dishes as well as bag dinners.
4. Inventories flatware and dishware at conclusion of shift to determine number of diners/day with accuracy and notes in binder.
5. On-going communication with Kitchen Staff 4 regarding shared use of dishwasher.
6. Prepares salads.
7. Sweeps and mops floor at end of shift and cleans kitchen mats. Cleans area behind and around sinks and appliances.
8. Clean and mop employee bathroom daily.
9. Responsible for the storage and disposal of garbage and recycling; cleans and maintains garbage and recycling areas.
10. Checks to ensure dishwasher is functioning properly and safely. Checks chlorine level on dishwasher once/week..
11. Ensure area is safe and free of hazards: always use “wet floor” signs as needed
12. Attends and participates in Dining Room, Kitchen and other relevant meetings.
13. Complies with sanitary food handling procedures and systems.
14. Works with all staff members in responding to the needs of the Dining Room.

**Minimum qualifications:**

1. Ability to work with minimal supervision.
2. Ability to work non-traditional hours (weekends and holidays).
3. Knowledge of safe food handling procedures.
4. Ability to move bulk bags of food and to perform the physical labor demanded by volume cooking. Ability to lift up to 50 lbs.
5. Commitment to the St. Vincent de Paul Society’s goals and a desire to work for a social service agency serving the poor
6. Excellent work habits: punctual, reliable, cooperative, and team-oriented.