



## JOB DESCRIPTION

**TITLE:** Dishwasher  
**DEPARTMENT:** Food Services  
**REPORTS TO:** Director of Food Services  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Cleans and sanitizes dishes and equipment in the kitchen.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Cleans and sanitizes dishes, by hand and automated dish machine.
  - a. Knowledge and understanding of proper dish washer set up and break down of the dish washing machine.
  - b. Follows proper PPE and hand hygiene during dish washing process.
  - c. Stores clean dishes, utensils and equipment in appropriate areas at all times according to the standards of the department
2. Retrieves dish carts, patient trays, and employee trays throughout the organization.
  - a. Follows proper PPE and hand hygiene during cart retrieval.
  - b. Clean and sanitize carts properly after removal of dishes and trays.
  - c. Report any and all cart repairs needed.
  - d. Picks up dishes in assigned areas only, and does not enter patient rooms or patient care areas without supervisors' approval.
3. Cleans up after catered events.
  - a. Retrieves all dishes, and catering equipment from catering events
  - b. Stores all china and glassware in appropriate areas after dishes have been cleaned rinsed and sanitized.
4. Cleans and sanitizes in Food Service according to the daily, weekly and monthly schedules and in accordance with department standards.
  - a. Responsible for keeping the food service corridor clear of debris at all time per the standard of the department.

- b. Responsible for the all cleaning listed on dishwashing checklist.
  - c. Demonstrates proper safety techniques according to standards of the department while maintaining equipment and equipment records.
  - d. Use of proper PPE when cleaning at all times per the standards of the department.
5. Collects and takes out the garbage in the kitchen, Le Bistro café and dish out areas
- a. Collects all trash as needed in the kitchen, Le Bistro Café and dish out areas using the trash bin in accordance within the standards of the department.
  - b. Cleaning and sanitization all trash bins, trash cans and trash liners located in the kitchen, Le Bistro Café, and dish out area of the food service department.
6. Maintains all dishwashing equipment and equipment records
- a. Responsible for all dishwashing machine temperature record.
  - b. Reports all deficiency in temperature record.
  - c. Responsible for the cleaning reports that pertain to the dish room equipment.
  - d. Reports all deficiency of equipment.
  - e. Demonstrates proper safety techniques according to standards of the department while maintaining equipment and equipment records.
7. Responsible for correctly labeling with an MSDS sticker of all cleaning supplies and cleaner bottles used food services department.
- a. Responsible for the proper storage of all cleaning supplies per the department standards
  - b. Knowledge of all policy and procedure pertaining to the storage and use of cleaning supplies.
  - c. Uses proper PPE per the standards when using all/any cleaning supply.
  - d. Demonstrates proper safety techniques according to standards of the department.
8. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

No educational requirement. Must have ServSaf sanitation certificate or Food handler's card within 90 days.

OR

equivalent combination of education and experience.

**SPECIAL SKILLS:**

10-key (by touch)

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.  
Must comply with the Code of Conduct Guide.  
Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.  
Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**RESTRICTED ACCESS: A workforce member with restricted access will have limited access to protected health information as described in the job description only as needed to perform job duties. A workforce member in this category may not access a patient’s entire record, except when the access is specifically identified as the amount that is reasonably necessary to perform the staff person’s job duties.**

**UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.**

**NO ACCESS - a workforce member whose job duties do not require any access to protected health information will be prohibited access. However, a staff person with no access may, in the performance of his or her duties, be exposed to incidental use and disclosure.**

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date