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| **JOB DESCRIPTION** |
| **1. Name**:  | **2. Location: MHB** |
| **3. Department : F&B Service Department** |
| **4. Section: F&B Service Department** |
| **5. Position Title: Kitchen steward** |
| **6. Grade/Salary Group: S1-L2**  |
| **7. Reference - Date:**  |
| **8. Approved By:** | **F&B Manager** |
| 9. Scope of Work:  Analyze all guest requirements and prepare plans resolve customer care related issues and satisfy guests. Monitor and ensure optimal cleanliness, sanitation for all growth oriented organizational projects |
| **10. Major Duties & Responsibilities:*** **Ensure the kitchen is clean, well maintained and organised at all times.**
* **Ensure floors are dry and clean at all times.**
* **Operate pot-washing machinery and maintain a hygienic working environment in accordance with hygiene regulations and company standards.**
* **Assist the Cooks and Servers as and when necessary.**
* **Cleans large equipment as assigned, following established procedures.**
* **Knowledge and proficiency to operate industrial dish washers.**
* **Ensure all equipment is clean and in good working order.**
* **Ensure waste bin area is kept clean and tidy.**
* **Check all chemical levels and inventory.**
* **Collects and removes trash from all areas of the operation following established procedures.**
* **Dispose of waste as per the hotel and authority standards and Adhere to recycling guidelines.**
* **Ensure waste bin area is kept clean and tidy.**
* **Carry out general cleaning as directed to include sweeping, mopping up, washing up, emptying of rubbish bins and boxes ensuring placement in the correct containers**
* **Cleans and sanitizes pots, pans, utensils, and other minor equipment routinely used in the kitchen following established procedures.**
* **Cleans and maintains floors and walls in kitchen and dish washing area by following standard procedures.**
* **Cleans and sanitizes dishes and related serviceware following established procedures**
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| **11. Supervision & Guidance Received: KST Supervisor or F&B Executive.** |
| **12. Qualifications & Experience Required: NA** |
| **13. Other Significant Factors:** Under the general guidance of the Outlet Manager and in accordance to the Corporate Policies and Procedures |
| **14. Accepted By:** Name:  Position :  | **15. Confirmed By:** Name: Position: |