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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** | | | |
| **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: |