



Mount St. Mary Hospital Position Description

POSITION TITLE:	Pot Washer	BARGAINING UNIT:	HEU
DEPARTMENT:	Food Services	CLASSIFICATION TITLE(S) MATCHED TO:	Food Service Worker II (20006, 20004)
REPORTS TO:	Food Services Supervisor	GRID LEVEL:	8
EFFECTIVE DATE:	March 2003, July 2021, June 2022		

JOB SUMMARY

The Pot Washer adds to the quality of life of people who live at Mount St. Mary Hospital by performing duties such as washing and scrubbing pots, pans and related accessories and cleaning the kitchen/food service area.

JOB DUTIES AND RESPONSIBILITIES

1. Washes, scrubs, rinses, dries and stores pots, pans, cafeteria dishes and related accessories.
2. Cleans and sanitizes large food preparation equipment such as ovens, steam kettles, food processors, grills, etc., according to established schedules.
3. Strips, racks and washes items such as dishes, pots, pans and utensils; operates dishwashing and/or pot washing machines; stacks clean dishes and utensils, returns them to storage areas.
4. Performs daily cleaning duties such as sweeping and damp mopping floors, cleaning counter tops, sinks, machines and equipment and spot washing walls and splash areas; removes garbage as required.
5. Performs cleaning such as washing floors, walls, ceiling, in the central kitchen and cafeteria.
6. Cleans and sanitizes all hot/cold food carts.

7. Distributes supplies to appropriate areas in central kitchen. Fills house kitchen food requisitions and delivers food supplies as required, and maintains food rotations in storage in order to minimize spoilage and waste.
8. Maintains a safe, secure environment for residents and staff by immediately reporting unsafe hazardous conditions and suspected resident abuse. Takes immediate action, as appropriate, to reduce/eliminate recognized safety risks and documents the incident/unusual occurrence following established procedures.
9. Performs other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience:

Grade 10 plus one (1) years' related experience or an equivalent combination of education, training and experience.

Skills and Abilities:

Ability to communicate effectively both verbally and in writing.
Ability to deal with others effectively.
Physical ability to carry out the duties of the position.
Ability to organize work.
Ability to operate related equipment.

APPROVED:



Supervisor

June 2022

Date



Director, Human Resources

June 2022

Date