



Pub and Restaurant

1607 Park Place Blvd St. Louis Park, MN 55416

G3.2j Wait staff/Server Job Description

Hiring Manager: Brittany Bloom at 952-698-2000 or Brittanyb@Cooperpub.com

Responsible for waiting on guests in the dining areas, and maintaining high standards and cleanliness throughout the pub.

Reporting Relationship

The server reports directly to the manager on duty or Head Wait staff/Server as applicable.

Duties and Responsibilities

- Ensure that the service "stations" are fully stocked and kept clean and tidy.
- Attention to detail and knowing the menu.
- Set the tables and prepares the restaurant before opening.
- Meet and seats guests when the host/hostesses are not on duty.
- Serve the guests by:
 - a. Giving advice on menu selections.
 - b. Taking the food and beverage order.
 - c. Assembling the food and beverage order.
 - d. Serving the table.
 - e. Clearing the table.
 - f. Presenting the check and collecting payment.

- Clear tables after service, and resets for the next guests.
- Ensure the dining area is kept clean and tidy at all times
- Close and cleans the dining area and ensures that it is ready for the next session.
- Perform any other related duties as assigned by the manager on duty.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub guests and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.
- The ability to sell.
- Excellent communication skills.
- An eye for detail.
- Being a team player.
- Extrovert and enthusiastic personality.
- Self-motivation and a willingness to learn.
- The ability to work shifts.



Pub and Restaurant

1607 Park Place Blvd St. Louis Park, MN 55416

Qualification Standards

- Must have proper legal identification.
- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs.
- Lifts or carries service trays weighting up to 50 pounds approximately 50 times per shift.
- Able to operate point-of-sale computer.
- Walks, stands, and moves about briskly during entire shift.
- Reading and writing skills are required.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Requires quick thinking and assembly of food orders.
- Requires audible communication and hearing skills with employees and guests.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____



1607 Park Place Blvd St. Louis Park, MN 55416

G3.2i Host/Greeter

Hiring Manager: Brittany Bloom at 952-698-2000 or Brittanyb@Cooperpub.com

The hostess/greeter role involves managing the guests from the time that they arrive, to the time that they depart the pub. Also, Responsible for waiting on guests in the dining areas, maintaining high standards, and cleanliness throughout the pub.

Reporting Relationship

- The hostess/greeter person reports directly to the manager on duty.

Duties and Responsibilities

- Ensure that the bar and dining areas are kept clean and tidy.
- Greet all arriving guests in a professional and welcoming manner.
- Seat guests and maintains the operational efficiency of the restaurant.
- Ensure that all guests receive prompt and attentive service.
- Deal with incoming telephone calls and bookings.
- Assist guests whenever appropriate.
- Thank on going guests and invite them to return.
- Perform any other related duties as assigned by the manager on duty.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub guests and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.
- Attention to detail and knowing the menu.
- The ability to sell.
- Excellent communication skills.
- An eye for detail.
- Being a team player.
- Extrovert and enthusiastic personality.
- Self-motivation and a willingness to learn.
- The ability to work shifts.



1607 Park Place Blvd St. Louis Park, MN 55416

Qualification Standards

- Must have proper, legal identification.
- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs.
- Lifts or carries service trays weighting up to 50 pounds approximately 50 times per shift.
- Able to operate point-of-sale computer.
- Walks, stands, and moves about briskly during entire shift.
- Reading and writing skills are required.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Requires quick thinking and assembly of food orders.
- Requires audible communication and hearing skills with employees and guests.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____

Cooper
1607 Park Place Blvd St. Louis Park, MN 55416

G3.2k Food Runner/Busser Job Description

Applicant Name _____

Date _____

The food runner/busser typically only works when the pub is the busiest. The role is to assist the wait staff/servers in preparing and clearing tables, running food, and ensuring that the dining area remains clean, and server stations fully stocked.

Reporting Relationship

- The busser reports directly to the manager on duty and Kitchen MOD.

Duties and Responsibilities

- Help with opening procedures and setting tables.
- Run food, bus tubs, and silverware buckets.
- Restock the server stations.
- Assist waitstaff in clearing tables.
- Maintain the efficiency and cleanliness of the dining area and server stations.
- Help with closing procedures.
- Perform any other related duties as assigned by the manager on duty.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub guests and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.

Qualification Standards

- Must be 21 years of age with proper legal identification.
- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs.
- Lifts or carries service trays weighting up to 50 pounds approximately 50 times per shift.
- Able to operate point-of-sale computer.
- Walks, stands, and moves about briskly during entire shift.
- Reading and writing skills are required.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Requires quick thinking and assembly of food orders.
- Requires audible communication and hearing skills with employees and guests.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____

Host Job Description

Hiring Manager: Cody Brugman 612-339-4499 or Codyb@Kierans.com

The role involves assisting guests from the time that they arrive, to the time that they depart the pub – exceeding guest's expectations and delivering the best environment, product & service.

Reporting Relationship

- The host reports directly to the manager on duty.

Duties and Responsibilities

- Greet all arriving guests in a professional and welcoming manner, ensuring that all guests receive prompt and attentive service.
- Ensure that the bar and dining areas are set properly before seating.
- Seat guests and maintain the flow of table business – alternating reservations and walk-ins through each section.
- When two hosts are scheduled, ensuring one host remains at the host stand.
- Deal with incoming telephone calls and bookings: maximize reservations and answer questions thoroughly.
- Keep Reservation Binder up to date with parties, and 3 month span of reservation pages.
- Check Local Main Voicemail daily for messages from missed calls.
- Assist guests whenever appropriate: communicate with the Guest in a clear and concise manner.
- Achieve a complete knowledge of food, beverage & our history. Share your knowledge & suggestions with the guest.
- Thank ongoing guests and inviting them to return upon their departure.
- Build loyalty with each guest by developing a long-term relationship and their patronage.
- Maintaining appearance of restaurant with periodic bathroom checks. During your shift refilling soap, toilet paper & general cleanliness.
- Maintaining tidiness of host stand, keeping supplies stocked and orderly and throwing away trash.
- Maintaining tidiness of patio area and restaurant perimeter (sweeping and clearing ashtrays).
- Printing daily Irish newspapers and ensuring these papers and other display postings are current.
- Setting up the entrance of restaurant for opening (rolling out carpets, opening doors).
- Addressing all gift certificate call requests and mailings.
- Refill materials used daily (envelopes, thermal papers, staples).
- Perform any other related duties as assigned by the manager on duty.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub guests and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____ Date: _____

Manager's Signature _____ Date: _____

Line Cook Job Description

Hiring Manager: Aaron Uban 612-339-4499 or Aaronu@Kierans.com

Applicant Name _____

Date _____

Generally responsible for coordinating the entire kitchen production line. Works between the broiler, fryer, appetizer, salad/soup, and dessert stations to control the line and keep a calm head even when extremely busy. If the window loses control, then it is likely that the rest of the crew will also lose control. The window person must understand each position on the line and be able to anticipate any problems before they occur. This person will need to be able to work each line position (in the event that a replacement is needed), and will stay on the line until the flow of tickets are well within the capabilities of the rest of the team to perform the overall food production.

Reporting Relationship

The Line Cook reports directly to the Kitchen Supervisor on duty.

Duties and Responsibilities

Staff:

- a. May occasionally oversee and train selected staff that works in the kitchen as directed by management.

Food:

- a. Assist with line set up line during meal periods including stocking and rotating (FIFO) meats, poultry, and fish.
- b. Communicates with all line positions to control the whole flow, timing, and general production for all outgoing food.
- c. Makes sure that all plates look presentable and eye appealing before going out to the customer.
- d. Communicates with the expediter to ensure hot food going out customers.

Controls and Procedures:

- a. Maintaining a clean and safe kitchen.
- b. Ensuring health and safety regulations are followed.
- c. Performs any other related duties as assigned by the Chef.
- d. Adheres to all state and local laws, and policies of the pub, regarding the service of alcohol.
- e. Keeps self-neat, clean, and in proper uniform at all times.
- f. Abides by all pub policies and procedures.

Qualification Standards

- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs, cuts and slices.
- Lifts 75 pounds 2-6 times per shift.
- Stands during entire shift.
- Frequent immersion of hands in water approximately every 5 minutes.
- Reading and writing skills are required to read recipes and guest orders.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Has working knowledge of weights and measurements.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.
- Speaks clearly.
- Full sense of touch, smell, sight, taste and hearing.

Line Cook Job Description

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____

THE LIFFEY

Bartender Job Description

Hiring Manager: Brad Johnson 651-556-1420 or Bradj@theliffey.com

Reporting Relationship:

- a. Bartenders report directly to the bar manager.
- b. Bar backs report directly to the bartender.

Duties and Responsibilities

Bartenders at The Liffey Irish Pub are expected to:

1. Perform all opening duties to ensure that the pub is ready to open on time; complete opening checklist.
2. Serve food and beverages to pub customers, and adhere to:
 - Correct food and beverage specifications
 - Specified glassware, crockery and cutlery
 - Correct pouring, recipes, measures and garnishes for all beverages
 - Correct presentation and service for all food
3. Ensure excellent standards of cleanliness in the bar areas and throughout the pub;
4. Work to restock and maintain bar supplies throughout the course of the shift;
5. Perform all closing duties and ensure all bar supplies are properly stocked; complete closing checklist.
6. Perform any other related duties as assigned by the bar manager or general manager;
7. Adhere to all state and local laws, and policies of the pub regarding the service of alcohol;
8. Maintain a friendly, courteous, and professional relationship with all pub customers and employees;
9. Keep yourself neat, clean, and in proper uniform whenever on-duty;
10. Abide by all pub policies and procedures.

Specific job responsibilities of The LIFFEY bartender include:

1. Adhere to the basic procedures of personal hygiene such as neat, clean and pressed clothes, styled hair, manicured hands;
2. Always greet customers with a smile and whenever possible, by name. Acknowledging new customers is important, and indicates to them that you will be with him or her in a moment. Always place a coaster in front of the person to show that he or she has been waited on;
3. When appropriate, Always recommend one of our the house specialty drinks, appetizers or suggest the guest glance at our menu;
4. Be attentive to your customers. Clean ashtrays, light cigarettes, keep the bar and stools neat and clean. Watch for empty glasses, and politely ask if they would like another. Always ask before removing an empty glass;
5. Know how to operate the Micros correctly. You are responsible for accurately accounting for every drink poured;
6. Make sure the servers tickets are accurate and complete. Do not fill any order until the prices are entered and totaled correctly. Never fill an order without a ticket.
7. Know all of the brand name products that we stock;
8. Check questionable customers I.D.'s to ensure that they are of legal drinking age;

The above Job description was reviewed with me. I fully understand the contents and can perform the necessary functions and Qualifications of the job description.

Applicant's Signature

Date

The Liffey Irish Pub
175 West 7th Street, St. Paul, MN 55102

G3.2i Host or Greeter & room service person Job Description
Hiring Manager: Dave Faunce 651-556-1420 or Davef@theliffey.com

Applicant Name _____

Date _____

The host/greeter role involves managing the customers from the time that they arrive, to the time that they depart the pub. Also Responsible for waiting on customers in the dining areas and delivering room service to the hotel guests, and maintaining high standards and cleanliness throughout the pub.

Reporting Relationship

- The host/greeter/room service person reports directly to the manager on duty.

Duties and Responsibilities

- Greet all arriving customers in a professional and welcoming manner.
- Seat customers and maintain the operational efficiency of the restaurant and room service.
- When walking guests to a table, be engaging. Talk about the weather, ask if they are staying the hotel, if breakfast ask if they slept well. Have some kind of conversation with them during the walk to the table.
- Take and deliver room service orders for the Holiday Inn.
- Adhere to Holiday Inn Room Service Standards at all times.
- Assist customers whenever appropriate.
- Pay attention to the various entrances so that you can properly greet the guest upon arrival.
- Know the menu. We expect all employees to know what every menu item is and what the ingredients are. What condiments go with what food item.
- Ensure that the bar and dining areas are kept clean and tidy.
- Ensure that all customers receive prompt and attentive service.
- Deal with incoming telephone calls and bookings.
- Thank on going customers and inviting them to return.
- Perform any other related duties as assigned by the line manager.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub customers and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.
- Attention to detail and knowing the menu.
- The ability to sell.
- Excellent communication skills.
- An eye for detail.
- Being a team player.
- Extrovert and enthusiastic personality.
- Self-motivation and a willingness to learn.
- The ability to work shifts.

The Liffey Irish Pub
175 West 7th Street, St. Paul, MN 55102

Qualification Standards

- Must have proper, legal identification.
- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs.
- Lifts or carries service trays weighting up to 50 pounds approximately 50 times per shift.
- Able to operate point-of-sale computer.
- Walks, stands, and moves about briskly during entire shift.
- Reading and writing skills are required.
- Hazards may include, but are not limited to slipping, burns, strains, and cuts.
- Requires quick thinking and assembly of food orders.
- Requires audible communication and hearing skills with employees and guests.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____ Date: _____

Manager's Signature _____ Date: _____

Food Runner Job Description

Hiring Manager: Dave Faunce 651-556-1420 or Davef@theliffey.com

There is usually at least one food runner on every shift. Their primary role is to deliver food from the kitchen to the guest. Runners also are expected to assist the waitstaff/servers in helping to ensure that the mission is met. They also are expected to help expedite food during times when no manager is on the line. Runners are responsible for the cleanliness and upkeep of the expo line.

Reporting Relationship

- The food runner reports directly to the front of house manager or kitchen manager on duty.

Duties and Responsibilities

- Prepare runner station at expo line (includes preparation of condiments, salads)
- Deliver food to our guests. When you deliver food always serve from the left if possible. Never drop the food on the table, always place it carefully. Look at the guests. Explain what any condiments you brought are and how they should be used.
- Know the menu. We expect all employees to know what every menu item is and what the ingredients are. What condiments go with what.
- Assist servers clearing tables when possible of flatware, napkins, plates and glassware.
- Run bus tubs. Empty bus tubs when time permits.
- Stay on the line when not otherwise busy with work. Do not be overly chatty and don't wander off in search of friends to talk to.
- Assist wait staff in providing for guest needs, such as silverware and condiments.
- Maintain the efficiency and cleanliness of the expo line and runner station.
- Take out garbage and recycling as needed.
- Perform any other related duties as assigned by the line manager.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub customers and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Employee Signature _____ Date: _____

Manager's Signature _____ Date: _____

The Liffey Irish Pub
175 West 7th Street, St. Paul, MN 55102

Line Cook

Hiring Manager: Shawnte Peery 651-556-1420 or Shawntep@theliffey.com

Generally responsible for coordinating the entire kitchen production line. Works between the broiler, fryer, appetizer, salad/soup, and dessert stations to control the line and keep a calm head even when extremely busy. If the window loses control, then it is likely that the rest of the crew will also lose control. The window person must understand each position on the line and be able to anticipate any problems before they occur. This person will need to be able to work each line position (in the event that a replacement is needed), and will stay on the line until the flow of tickets are well within the capabilities of the rest of the team to perform the overall food production.

Reporting Relationship

The Line Cook reports directly to the Kitchen Supervisor on duty.

Duties and Responsibilities

Staff:

- a. May occasionally oversee and train selected staff that works in the kitchen as directed by management.

Food:

- a. Assist with line set up line during meal periods including stocking and rotating (FIFO) meats, poultry, and fish.
- b. Communicates with all line positions to control the whole flow, timing, and general production for all outgoing food.
- c. Makes sure that all plates look presentable and eye appealing before going out to the customer.
- d. Communicates with the expediter to ensure hot food going out customers.

Controls and Procedures:

- a. Maintaining a clean and safe kitchen.
- b. Ensuring health and safety regulations are followed.
- c. Performs any other related duties as assigned by the Chef.
- d. Adheres to all state and local laws, and policies of the pub, regarding the service of alcohol.
- e. Keeps self-neat, clean, and in proper uniform at all times.
- f. Abides by all pub policies and procedures.

Qualification Standards

- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs, cuts and slices.
- Lifts 75 pounds 2-6 times per shift.
- Stands during entire shift.
- Frequent immersion of hands in water approximately every 5 minutes.
- Reading and writing skills are required to read recipes and guest orders.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Has working knowledge of weights and measurements.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.
- Speaks clearly.

The Liffey Irish Pub
175 West 7th Street, St. Paul, MN 55102

- Full sense of touch, smell, sight, taste and hearing.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____

Prep Cook Job Description

Hiring Manager: Shawnte Peery at 651-556-1420 or Shawntep@theliffey.com

Applicant Name _____

Date _____

The main function of the Prep Cook is the preparation of all-raw foods, portion control, and batch cookery. This may include both hot and cold food items as appropriate. It is also the Prep Cook's responsibility to setup a portion of the line for meal production and to man that station during meal production. The Prep Cook is normally responsible for the cold foods such as salads, batch vegetable prep, portioning raw meats, fish, poultry, etc.

Reporting Relationship

The Prep Cook reports directly to the Chef or Kitchen Manager.

Duties and Responsibilities

Staff:

- a. May occasionally oversee and train selected staff that works in the kitchen as directed by management.

Food:

- a. Set up line during meal periods.

Controls and Procedures:

- a. Maintaining a clean and safe kitchen.
- b. Ensuring health and safety regulations are followed.
- c. Performs any other related duties as assigned by the Chef.
- d. Adheres to all state and local laws, and policies of the pub, regarding the service of alcohol.
- e. Keeps self-neat, clean, and in proper uniform at all times.
- f. Abides by all pub policies and procedures.

Qualification Standards

- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Reaches, bends, stoops, wipes and climbs stairs, cuts and slices.
- Lifts 75 pounds 2-6 times per shift.
- Stands during entire shift.
- Frequent immersion of hands in water approximately ever 5 minutes.
- Reading and writing skills are required to read recipes and guest orders.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Has working knowledge of weights and measurements.
- Requires a professional and clean appearance.
- Physical agility and dexterity of both hands.
- Speaks clearly.
- Full sense of touch, smell, sight, taste and hearing.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____

Food Runner Job Description

Hiring Manager: Ariane Bagaglio at 612-904-5525 or Arianeb@the-local.com

Applicant Name _____ Date _____

There is at least one food runner on every shift. Their primary role is to deliver food from the kitchen to the guest. Runners also are expected to assist the waitstaff/servers in helping to ensure that the mission is met. They also are expected to help expedite food during times when no kitchen manager is on the line. Runners are responsible for the cleanliness and upkeep of the expo line.

Reporting Relationship

- The food runner reports directly to the front of house manager or kitchen manager on duty.

Duties and Responsibilities

- Prepare runner station at expo line (includes preparation of condiments, warming bread)
- Run bus tubs.
- Assist waitstaff in providing for guest needs, such as silverware and condiments.
- Maintain the efficiency and cleanliness of the expo line and runner station.
- Perform any other related duties as assigned by the line manager.
- Adhere to all state and local laws, and policies of the pub, regarding the service of alcohol.
- Maintain a friendly, courteous, and professional relationship with all pub customers and employees.
- Keep self-neat, clean, and in proper uniform at all times.
- Abide by all pub policies and procedures.

Wage Range

- Food runners are eligible for pay increases at the time of their review(s), upon completion of one year of (consecutive) employment.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____ Date: _____

Manager's Signature _____ Date: _____

Dishwasher Job Description

Hiring Manager: Kris Krekelberg 612-904-1005 or Krisk@the-local.com

Applicant Name _____

Date _____

The main function of the Dishwasher is to clean and sanitize all dishes, eating utensils, cook's utensils, and pot and pan-warewashing. It is also the Dishwasher's responsibility to perform various sanitation functions that include cleaning and mopping equipment, floors, walls, etc.

Reporting Relationship

The Dishwasher reports directly to the Kitchen Supervisor on duty.

Duties and Responsibilities

Staff:

- a. May occasionally train other staff in the area of dishwashing, potwashing, or sanitation.

Food:

- a. It is the Dishwasher's responsibility to observe the volume and types of foods left uneaten on their plates by customers. Any large portion of uneaten foods should be reported to the Manager as this may indicate a problem with food quality.
- b. Pre-rinses all dishes, glassware, etc. and then places dishes on rack to go into the dish machine. Has to make sure that there is minimum residue on dishes before being loaded into the machine. Pre-soaking of all silverware will be needed to help eliminate spots and residue.

Controls and Procedures:

- a. Maintaining a clean and safe dish area, pot washing area, and kitchen.
- b. Responsible for general removal of trash from the pub to proper Dumpster area, and subsequent sanitation of trash receptacles. Cleaning of dumpster area and loading dock area will be needed as set forth by management.
- c. Ensuring health and safety regulations are followed.
- d. Will help with general floor, wall, ceiling, and surface cleaning for the kitchen and wait stations throughout the pub.
- e. Performs any other related duties as assigned by the Chef.
- f. Adheres to all state and local laws, and policies of the pub, regarding the service of alcohol.
- g. Keeps self-neat, clean, and in proper uniform at all times.
- h. Abides by all pub policies and procedures.

Dishwashing and Sanitation Procedures

1. Many different types of automatic dishwashers are manufactured. They do an excellent job of cleaning and sanitizing dishes and utensils. As an energy-saving technique, chemical washes and final rinse are becoming very common. The operation and hygiene of all of these machines will vary and the dishwasher is urged to carefully follow the manufacturer's recommendations. Most chemical companies have well trained sales personnel who call on food service managers. These sales persons are trained in the proper use of their products and in automatic dishwasher operation. Many also have an excellent working knowledge of maintenance and can often take care of simple repairs.
2. Dishes should be neatly scraped, sorted, and stacked in the dish room, and presoaked when necessary.
3. Silver should be soaked in cold water with small amount of automatic dishwasher detergent. A plastic bus pan is excellent for this purpose. The service personnel should place the silverware in the soak solution.
4. Prior to washing, all silver and china should be scrapped, sprayed or prerinsed to remove large particles of food and paper.

Dishwasher Job Description

5. Dishes then should be placed compactly in the appropriate racks. It is important not to overcrowd dishes in the racks as they expand when hot and may crack and/or break.
 - a. Flat, open racks are to be used for pitchers, deep large bowls, and casserole dishes.
 - b. Plate racks are to be used for plates, saucers, salad bowls, and soup bowls.
 - c. Compartmented racks or a flat rack may be used for silver. After washing, silver should be sorted. Sorters can then pick up silver by the handles. Sorters should wear plastic gloves. Silver should never be hand dried with a towel.
 - d. Compartment racks should be used for cups, ice tea, and water glasses.
 - e. Check final rinse gauges and wash temperature gauges after running machine for five minutes.
 - f. Watch for silverware that might be scraped into the garbage can.
 - g. Be sure that rinse agent is in good supply. Check automatic dispenser.
 - h. Air-dry all dishes. Do not rush the air-dry process.
 - i. Clean dishes should be neatly sorted, stacked, and stored either in closed cabinets or on portable carts. Cups and glasses are to be left in racks and placed on dollies, if available, for storage.

Qualification Standards

- Must possess food handler or certification if mandated by local, state, and/or federal codes.
- Stands and walks briskly during entire shift.
- Reaches, bends, stoops, wipes and climbs stairs.
- Carry trashcans, bus tubs, boxes, and debris to trash removal site.
- Lifts up to 75 pounds of ice, beer kegs, bus tubs, boxes, or other objects that are deemed necessary by management.
- Frequent immersion of hands in water.
- Capable of communicating audibly with fellow staff members.
- Hazards may include, but are not limited to slipping, stripping, burns, strains, and cuts.
- Maintains a professional and clean appearance.
- Physical agility and dexterity of both hands.

The above job description was reviewed with me. I fully understand the contents and can perform the necessary functions and qualifications of the job description.

Yes _____ No _____

Applicant Signature _____

Date: _____

Manager's Signature _____

Date: _____