

I. Position

Executive Steward (2.3)

II. Related Titles

Chief Steward; Steward Supervisor

III. Job Summary

Supervise the activities of non-food/pastry production kitchen workers to ensure proper ware and pot washing, sanitation of food preparation and storage areas and to maximize the efficiency of the operation.

IV. Job Tasks (Duties)

1. Supervises and coordinates the activities of ware and pot washers, night cleaners and other non-cooking kitchen workers to ensure the smooth and efficient operation of the kitchen
2. Assures proper staffing levels and payroll controls
3. Approves and requisitions sufficient cleaning and other supplies for efficient service
4. Develops and maintains controls against theft and waste
5. Assures use of proper sanitation and hygiene techniques for all cleaning tasks
6. Performs all necessary supervisory functions for subordinates: develops performance standards; trains; directs on-going work
7. Requisitions china, glassware, etc., for the operation to ensure sufficient supplies for efficient service
8. Assists in the performance of kitchen sanitizing tasks when necessary
9. Conducts physical inspections of kitchen preparation and storage areas to assure that sanitation standards are consistently attained
10. Performs ad-hoc tasks as requested by the Executive Chef

V. Reports to

Executive Chef

VI. Supervises

Steward; Dishwasher; Potwasher