

Position #1 Dish Room Attendant (Dish Washer)

Training Checklist

Day 1/Part 1

- ✓ Welcome & Training Overview
- ✓ Job Description (Responsibilities, Duties & Requirements) (Video)
- ✓ Type of Companies Hiring
- ✓ Commitment to Quality
- ✓ Hospitality
- ✓ Safety and Cleanliness Procedures (Video)
- ✓ Team Work

Day 2/Part 2

- ✓ Attire and Personal Appearance
- ✓ How to Request Work Schedule
- ✓ Company Policies (Examples)
- ✓ Following Direction
- ✓ Role Play (Introduction, Job Duties, Interviewing)
- ✓ Completing Application

Instructor: _____ Date: _____

Trainee: _____ Date: _____

Location of Training Class: _____

Posición N° 1 Asistente de Sala de Platos (Lavaplatos)

Lista de Verificación de la Capacitación

Día 1/Parte 1

- ✓ Bienvenida y Resumen de la Capacitación
- ✓ Descripción del Trabajo (Responsabilidades, Deberes y Requisitos) (Video)
- ✓ Tipo de Empresas que Contratan
- ✓ Compromiso con la Calidad
- ✓ Hospitalidad
- ✓ Procedimientos de Seguridad y Limpieza (Video)
- ✓ Trabajo en Equipo

Día 2/Parte 2

- ✓ Vestimenta y Apariencia Personal
- ✓ Cómo Solicitar el Horario de Trabajo
- ✓ Políticas de la Empresa (Ejemplos)
- ✓ Siguiendo Instrucciones
- ✓ Juego de Roles (Introducción, Responsabilidades de Trabajo, Entrevista)
- ✓ Completando la Aplicación

Instructor: _____ Fecha: _____

Aprendiz: _____ Fecha: _____

Ubicación de la Clase de Capacitación: _____

Dish Room Attendant Job Description

Responsibilities:

As a Dish Room Attendant (Dish Washer), you have one of the most important positions in the company. It is your job responsibility to work with and support your fellow staff members to help guests have a positive experience. Every dish should be exceptional clean and placed in the proper storage location so that the cooking staff can provide timely service.

You are responsible for the cleanliness and sanitation for all small wares, glassware and plate ware. This guarantees the health and safety of guests and fellow employees. Remember that for many guests, dining out is a treat. Providing clean and sanitary dining instruments for guests reinforces their decision to dine with you. You represent the company as a friendly, knowledgeable and caring industry professional inside and outside the restaurant.

Duties & Requirements:

- Arrive on time in proper uniform with a smile and ready to work. Follow procedures with a good attitude.
- Always use proper gloves, brushes and towels as directed to maintain the highest level of cleanliness.
- Sort and rinse dirty dishes, glasses, tableware and other cooking utensils and place them in racks to send through the dish washing machine.
- Sort and stack clean dishes. Carry clean dishes to cook's line and other storage areas. Rewash soiled dishes before delivering.
- Change the dishwater in the dish washing machine every hour.
- Wash pots, pans and trays by hand.
- Set up or break down dishwashing area. Clean and roll/unroll kitchen mats.
- Fill/empty soak tubs with cleaning/sanitizing solutions.
- Sweep/mop floors.
- Conduct general restaurant and restroom cleaning as directed.
- Do not touch dirty dishes before touching clean dishes without washing hands first.
- Ensure the cleanliness of the dish room and other back-of-house areas to provide a clean and safe working environment.
- Empty and clean all trash receptacles as needed.
- Maintain cleanliness of dish storage areas.
- Clean up spills and broken glassware immediately and dispose of waste in proper locations.
- Clean drink machines (tea, coffee, juice, soda) as directed.
- Follow sanitation policies at all times.
- Rotate dishes to reduce wear and tear on resources.
- Build a strong relationship with your fellow employees and work with them as a team. Teamwork is crucial in keeping operations running smoothly. You all need to work together towards the common goal of taking care of guests.
- Approach fellow employees and every situation with a positive can-do attitude. Remember the Golden Rule: Treat others the way you would like to be treated.
- Aid prep cook and other kitchen staff as needed, especially during peak time periods.
- Report any sanitation or janitorial issues to your supervisor immediately.
- You need to be able to carry loads up to 20 lbs.
- You need to be willing to work in hot, humid environments and be able to stand on your feet for 8-hour shifts.

Certificate of

ACHIEVEMENT


AWARDED TO

TRINETTA FANTROY

Skills Training - Dish Room Attendant

 Academy

Supported by


Bruce J. Butler, CEO




Andrew Ritter, Executive Director




Margaret Nye
Trainer

11/9/2017
Date

