



FOOD FOR LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Dining Room Dishwasher and Floater

REPOSIBLE TO: Dining Room Program Manager

HOURS: 20.0 hours / week (10:45am – 3:45pm)

CLASS: Non-exempt

RATE OF PAY: \$18.00 / Hour

BENEFITS: Eligible for select FFLC-sponsored benefits at a pro-rated rate where applicable (e.g. paid time off benefits such as holidays, vacation and sick). Eligible to contribute to FFLC sponsored Retirement Plan after 90-day mutual trial service period satisfactorily completed.

SUMMARY OF POSITION: This position is responsible for ensuring the efficiency of food services through proper cleaning and sanitation of dish room, trash disposal areas, equipment, cookware, dishes, and all items used for service at FOOD for Lane County's congregate meal site, The Dining Room. This position requires the ability to float between other positions and tasks in order to fill in where needed. This position works directly with individuals who deal with addiction, diverse mental health issues, and people experiencing trauma.

PRIMARY TAKS AND RESPONSIBLITIES

- Ensure that the dish room and surrounding areas are clean and sanitary
- Oversee all activity in the dish room during fast-paced service hours
- Operate sanitizer machine
- Maintain monthly log of all chemicals used for sanitization process
- Order and receive sanitation machine products, verify packing slips and invoices, and utilize inventory control methods to place items in their proper places
- Work closely with Floor Manager and Kitchen Coordinator on the needs of dishes being bussed and re-stocked
- Ensure dish room is free of clutter and properly shut down at end of shift, including all dishware is put away
- Keep recycling area clean and orderly
- Work closely with volunteers, delegating assistance when needed
- Assist staff to ensure site passes all sanitation inspections with Health Department
- Promptly report any maintenance or repair needs to Program Manager
- Assist in meal prep, food boxing, passing out meals, taking names and other tasks as needed

OTHER TASKS AND RESPONSIBILITIES

- Assist closing staff to ensure all closing duties are completed: bathrooms cleaned, all floors are swept and mopped, and dumpster area is organized
- Attend monthly all-staff meetings and weekly Dining Room staff meetings

- Attend scheduled events outside of restaurant operating hours, including cleaning days, trainings, staff retreats, and fundraising events
- Represents FOOD For Lane County to the public with knowledge and respect.
- Follow FFLC policies and procedures
- Perform other tasks as requested by supervisor

SKILLS AND QUALIFICATIONS

- Ability to keep a high energy, positive, non-judgmental attitude at all times
- Ability to understand the diversity of our diners and volunteers
- Assess escalating behavior and make appropriate decisions quickly
- Make reasonable accommodations to enable individuals with disabilities to perform the essential functions while volunteering in dish room
- Ability to work on several projects simultaneously
- Good time management skills
- Ability to follow instructions
- Must be able to safely lift 50 pounds
- All offers for employment are contingent on a satisfactory background check

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job: Walking, standing, bending, lifting, pushing, stooping, and stretching.

COVID 19 ADDENDUM TO DUTIES

During the COVID 19 pandemic, programming at the Dining Room has changed to provide grab and go meals. Job duties of each team member have shifted to adjust to this new distribution model. Duties and program model will be flexed at the Program Manager's discretion as things continue to evolve.

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state, or federal law.