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**RENAISSANCE®**  
MOBILE RIVERVIEW PLAZA HOTEL

**JOB DESCRIPTION**

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<b>DATE:</b>	<b>06/01/05</b>	<b>HOTEL:</b>	<b>RIVERVIEW</b>
<b>JOB TITLE:</b>	<b>STEWARD</b>	<b>DEPT:</b>	<b>KITCHEN</b>
<b>JOB CODE:</b>	<b>51275</b>	<b>DEPT. #:</b>	<b>029</b>
<b>WAGE CODE:</b>		<b>SCHEDULE:</b>	
<b>IMMEDIATE SUPERVISOR:</b>		<b>EXEC. STEWARD</b>	

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**PURPOSE**

To maintain a safe organized, clean and sanitary work area. Responsible for the cleaning, stocking, breaking down and storing of service equipment, china, glass and silverware.

**ESSENTIAL FUNCTIONS**

1. Maintain sanitation and cleanliness of all areas of the dish room, kitchen aisle, and dock area.
2. Break down trays, set up dish machine, wash dish ware and sort and store all clean china, glass and silver using proper procedures.
3. Empty trash cans and wash inside and outside.
4. Thoroughly clean dock area.
5. Break down dish machine and clean inside and outside.
6. Always operate equipment safely and according to policy.
7. Clean all break down tables.
8. Clean tile walls and baseboards.

9. Clean freight elevator.
10. Each associate is expected to carry out all reasonable requests by management which the associate is capable of performing.
11. Adhere to "Rack-and-Rack" principle as well as silverware pre-soak procedures.
12. Pots and pans are to be uniformly stacked and presentable at all times.
13. Adhere to sanitation schedules for filters, drains, ceilings and vents.
14. Separate all napkins from rags; know the difference between a side towel, rag, and a napkin.

### **PHYSICAL REQUIREMENTS**

Stooping, bending and lifting are required.

NOTICE: The hotel business functions seven days a week, 24 hours a day. All associates must realize this fact and be aware that at any time it may be necessary to move an associate from their accustomed shift as business demands. In addition, you understand that business demands the amount of hours you work, and that some weeks you may be scheduled less than 40 hours.

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THAT ANY VIOLATION OF THE STATED RESPONSIBILITIES AND DUTIES IS GROUNDS FOR DISCIPLINARY ACTIONS.

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Associate Signature

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Date