

Job Description

Title: Dishwasher

Unit/Area: Dietary

Revision Date: October 2008

I. JOB SUMMARY

The Dishwasher is responsible for performing a variety of kitchen duties including dishwashing, cleaning procedures, and patient and resident tray service (preparation and assembly), while maintaining performance standards which meet local, state and federal requirements.

II. DUTIES AND RESPONSIBILITIES

A. Essential Job Functions

1. Set up and operate automatic dishwashing machine.
2. Pre-wash and/or pre-rinse all preparation pots and pans and run them through the dishwasher.
3. Assist during tray service by placing silverware, and coffee on requested trays by checking the diet card or selection.
4. Make some snacks for residents and patients and prepare toast in the morning when needed.
5. Deliver meal carts to areas of meal service for patients and residents.
6. Be willing to work with all staff to maintain a safe and healthy working environment.
7. Assist AM Diet aide in clean up after tray service by running the trays and dishes through the dishwashing machine.
8. Clean dish room and do other cleaning as scheduled or assigned.
9. Help manage resources by using extra time effectively.
10. Meet or exceed customer needs in a caring, friendly, pleasant, and respectful manner.
11. Maintain levels of quality that meet or exceed customer expectations through process improvement and team oriented approach.
12. Maintain compliance with all local, state and federal requirements.
13. Assist in putting deliveries away on delivery days.
14. Other duties as assigned by cook or manager.

Professional Communication

1. Maintain confidentiality in matters relating to patient/family.
2. Interact with patients/families with a variety of developmental and socio-cultural backgrounds.
3. Provide information to patients and families to reduce anxiety and convey an attitude of acceptance, sensitivity, and caring.
4. Maintain professional relationships and convey relevant information to other members of the health care team within facility and any applicable referral agencies.
5. Initiate communication with peers about nutritional priorities for care.
6. Relay information appropriately over telephone, pagers, and other communication devices.

C. Teamwork

1. Accept assignments based on patient census, acuity, needs, and the qualifications and competencies of self and of other staff members.
2. Work closely with other staff to ensure that departmental goals and objectives are met.
3. Report accurately and timely to those who require information
4. Initiate problem-solving and conflict resolution skills to foster effective work relationships with peers.

D. Professional Development

1. Attend staff meetings, in-services, and continuing education.
2. Assist in the development of indicators, thresholds, study methods, and data collection as assigned.
3. Respond to problems/opportunities to improve care/customer service.
4. Support involvement in the hospital's Performance Improvement initiative.

5. Participate in and maintain competencies required for the position and specific unit/area(s) of assignment.

III. JOB REQUIREMENTS (Education, License and Employment Experience must be verified and documented prior to hire)

- A. Ability and willingness to demonstrate and maintain competency as required for job title and the unit/area(s) of assignment.
- B. Excellent communication skills to include (check only those that truly apply to performance of the job):
- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Oral comprehension (understanding spoken word) |
| <input checked="" type="checkbox"/> | Oral expression (being able to speak) |
| <input checked="" type="checkbox"/> | Written comprehension (understanding written word) |
| <input checked="" type="checkbox"/> | Written expression (being able to write) |
- C. Ability and willingness to exhibit behaviors consistent with high standards for performance improvement and Elmore Medical Center's organizational values.
- D. Ability and willingness to exhibit behaviors consistent with principles for service excellence.

IV. WORKING ENVIRONMENT

Risk of exposure to (check those that apply and list "other")

<input type="checkbox"/>	Blood & bodily fluids	<input checked="" type="checkbox"/>	Latex	<input checked="" type="checkbox"/>	Odors, chemicals
<input type="checkbox"/>	Disease	<input type="checkbox"/>	Hazardous drugs	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	TB (to require mask)	<input checked="" type="checkbox"/>	Mechanical/Electrical	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other:	<input checked="" type="checkbox"/>	Other: Extreme Temperatures	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other :	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other: _____

V. PHYSICAL REQUIREMENTS

Insert appropriate number (0, 1, 2, 3) in box next to ability using the following scale:

0 = never 1 = occasionally 2 = frequently 3 = continuously

<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Walking	<input type="checkbox"/>	Running	<input type="checkbox"/>	Driving	<input checked="" type="checkbox"/>	Bending/stooping	<input checked="" type="checkbox"/>	Climbing
<input checked="" type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Squatting	<input type="checkbox"/>	Crawling	<input checked="" type="checkbox"/>	Twisting/turning from waist	<input checked="" type="checkbox"/>	Right/left foot movement (use of pedals)				
<input checked="" type="checkbox"/>	Pushing/pulling objects on rollers/wheels	<input checked="" type="checkbox"/>	Pushing/pulling objects without rollers/wheels										
<input checked="" type="checkbox"/>	Moving objects vertically <u>30</u> lbs.	<input checked="" type="checkbox"/>	Moving objects horizontally <u>30</u> lbs.										
<input checked="" type="checkbox"/>	Handling (holding, grasping, working with hands)	<input checked="" type="checkbox"/>	Fingering (pinching, picking, working with fingers)										
<input checked="" type="checkbox"/>	Feeling (size, shape, temperature, texture by finger receptors)	<input type="checkbox"/>	Endurance (requiring cardiovascular fitness)										
<input checked="" type="checkbox"/>	Vision –far acuity (corrected at 20 ft. or more)	<input checked="" type="checkbox"/>	Vision –near acuity (corrected vision at 20 inches or less)										
<input checked="" type="checkbox"/>	Depth perception (judge 3 dimensions, distance & space)	<input checked="" type="checkbox"/>	Field of vision (see up, down, left, right while eyes fixed)										
<input type="checkbox"/>	Color vision (identify and distinguish color)	<input checked="" type="checkbox"/>	Sense of smell	<input checked="" type="checkbox"/>	Sense of taste								
<input checked="" type="checkbox"/>	Hear in quiet surroundings	<input checked="" type="checkbox"/>	Hear over the phone	<input checked="" type="checkbox"/>	Talk in quiet surroundings	<input checked="" type="checkbox"/>	Talk in noisy surroundings						
<input type="checkbox"/>	Talk over the phone												