DISHROOM ASSISTANT – Part Time/9 Months

CAMPUS DINING

POSITION SUMMARY

Reporting to the Sanitation Supervising Technician, will work in a team setting of Campus Dining sanitation staff to perform manual and machine ware-washing of service and preparation equipment. Sorts and removes trash, compostables and recyclables. Sweeps, mops and maintains floors and baseboards. Cleans and maintains walls, ceilings, fixtures and equipment. Assists in ensuring that health code regulations are strictly followed.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Properly washes, rinses and sanitizes all dishes, utensils and food storage and preparation equipment. Returns completed items to appropriate locations.

2. Maintains waste management processes throughout kitchen, servery, dining hall and outside areas. Collects, sorts and properly situates trash, compostables and recyclables for Campus collection.

3. Cleans and maintains sanitary floors, walls, ceiling and storage equipment throughout facilities.

4. Applies and maintains proper Los Angeles County Health Department procedures for cleaning and sanitizing equipment and facilities. Actively participates in maintaining an A health code rating.

5. Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe manner. Provides assistance needed to identify and prevent hazards. Uses proper safety signs and equipment.

6. Adheres to manufacturer’s proper chemical and cleaning supplies usage and storage requirements. Handles only chemicals trained to use.

7. Assists in prevention of losses, breakage & shortages of equipment and furnishings throughout the facilities/Campus.


9. Supports and assists with major campus-wide events as needed.

10. Participates in a positive and cooperative work environment. Assists other team members as needed.

11. Performs other duties as assigned or requested.
QUALIFICATIONS

Must have the ability to learn and retain the required job skills for service and sanitation. Must be able to work with speed and efficiency following proper sanitation guidelines, and have basic knowledge of how to use cleaning tools and equipment. Must be able to lift up to 50 pounds and be able to tolerate the physical requirements of extended walking, standing, bending, stretching and repetitive motion. Must be able to work effectively within a diverse community of students, employees, staff and others. Must be able to understand instructions in English and communicate verbally in English. Prior dishwashing/sanitation experience desirable.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to frazierr@oxy.edu and resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.