



JOB DESCRIPTION

Title: Dishwasher/Prep-Cook

Reports to: Kitchen Manager

Position Summary

The Dishwasher/Pre-Cook keeps the dish area clean and organized and cleans and sanitizes all equipment that comes to the dish station. The Dishwasher/Prep-Cook assists in food preparation as instructed by the Kitchen Manager or Lead Cook. They will work as a floater in other food service positions and kitchen duties as needed.

PVI Culture

PVI has a strong values-driven culture that supports its mission. Dishwasher/Prep-Cook is expected to model and set an example for other PVI employees to live our Core Values: Respect, Commitment, Trust, Dedication and Compassion as articulated in the PVI Culture Matrix (attached).

Major Areas of Responsibilities

- Inspect the kitchen for cleanliness and proper storage of foods and utensils.
- Assure all containers are properly cleaned and sanitized prior to storage.
- Maintain clean work areas, utensils, and equipment.
- Follow all Food Safety guidelines.
- Safely operate all kitchen equipment including the slicer, and dishwasher.
- Make certain the garbage is properly placed in the garbage bin after meals and that new plastic liners are inserted into the garbage cans as needed.
- Observe recycling rules in the disposal of garbage.
- Clean all kitchen surfaces and equipment, including the walk-in and refrigerator, as directed by the Food Service Manager or Lead Cook.
- Assist the Food Service Manager and Lead Cook in organizing storage areas and completing inventories.
- Always apply safe work habits .
- Perform other job-related duties as assigned by Food Service Manager or Lead Cook.

Position Requirements

Experience and Education

- Ability to verbally communicate and read items in English such as recipes, shipping papers, and food labels.
- Minimum of 1 year in a commercial dish room.
- Some food prep and cooking experience.
- ServSafe certification.



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Physical Requirements

- Able to stand for extended periods.
- Able to lift to 45 lbs.
- Requires fine motor coordination for chopping, slicing, dishing, other food preparation activities.
- Ability to stoop, bend, squat, twist, reach over heat.
- Exposed to hot and cold temperature, odors, sound extremes, cleaning products.

Performance Expectations (Measurable Outcomes)

- Properly label all foods before storing.
- Clean kitchen surfaces daily and after each use.
- Have current ServSafe certification (re-certification required every 3 years).
- Completes assignments on time.

Hire Date for this Position: _____

Full Name (printed): _____

I have read and fully understand the roles, responsibilities, and expectations for this position.

Signature: _____

Supervisor Signature: _____