



JOB DESCRIPTION

Job Title: Utility Aide **FLSA Status:** Non-Exempt Hourly

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and talents to accomplish the mission.

Main Function:

Sweep, mop and maintain floors in assigned areas in the Nutrition Services Department; clean major pieces of equipment following a schedule; empty trash; take and bring back linen, mop heads, aprons and rags from the laundry; wash walls, storage shelves, racks and carts; clean and maintain dock and janitor's areas.

ESSENTIAL FUNCTIONS

1. Sweep, mop and maintain floors.
 - Sweeps and mops floors inside departmental walk-in refrigerators and freezers.
 - Sweeps and mops all other areas in the kitchen (salad room, bakery, cook's area, tray line, managers' offices, etc.) following proper procedures and schedule.
 - Sweeps and mops Saint Mary's Convent Dining Room including pantry.
2. Cleans major pieces of equipment on a regular basis using designated cleaning agents.
 - Cleans ovens (convection, deck, under stoves and grills and Combi) according to schedule using established procedure.

- Filters oil in the deep fat fryer after each use and cleans the fryer following procedure and according to schedule.
 - Cleans the broiler thoroughly as frequently as needed.
 - Cleans hot serving tables in Augusta and St. Mary's Convent as scheduled following the correct procedure.
 - Cleans all other equipment listed under weekly, monthly and quarterly cleaning.
3. Empties all trashcans in dietary service.
 - Empties trash cans and disposes of trash properly.
 - Washes trash cans as needed.
 - Replaces liners on trash cans and returns them to the proper place.
 4. Takes soiled linens, aprons, mop heads and rags to the laundry and brings back clean items.
 - Cleans hampers as needed, replaces bags.
 - Stores clean items brought back from the laundry in the proper place.
 5. Washes walls, storage shelves, racks and carts.
 - Washes walls as needed.
 - Washes storage area shelves, racks and carts following cleaning schedule and using established procedure.
 6. Maintains janitor's area.
 - Cleans mop room including shelves.
 - Cleans sink.
 - Makes sure dispenser for chemicals is operating properly.
 - Informs supervisor when supplies will be needed.
 7. Maintains dock area.
 - Cleans dock following proper procedures and schedule.
 8. Follows all sanitation guidelines.
 9. Follows instructions and safety rules when working with cleaning products.
 10. Duties require lifting up to 50 pounds.
 11. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
 12. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

MINIMUM QUALIFICATIONS

Education

High school diploma preferred.

Experience

One (1) year of relevant experience in an institutional setting preferred.

Responsibility

Work is standard and routine. Requires the ability to properly follow written instructions when using cleaning products. Limited opportunity to make choices. Must be able to follow policies and procedures relating to food service, especially in the areas of

sanitation. Adverse decisions may impact quality and timeliness of meals. Poor sanitation may cause illness in Sisters, coworkers, etc.

Problem-Solving

Standardized work following general instructions, work is reviewed upon completion. Problems require solution by simple choice rather than analysis.

Personal Interaction

Work sometimes requires giving/getting information while maintaining a cooperative and harmonious atmosphere.

Work Environment

Work occasionally requires exposure to toxic or dangerous materials.

Equipment Utilization

Work requires the use of cleaning equipment found in institutional setting. Requires operating knowledge of food service equipment such as: chopper, blender, food processor, toaster, coffee maker, dishwasher, etc.

Hazards or Fatigue

Position sometimes requires exposure to hazardous chemicals. Occasional muscle fatigue and backache may be present after prolonged activity.

Planning and Organizing

Works primarily on a day-to-day basis. Arranges and coordinates immediate work according to schedule or need. Follows cleaning schedule guidelines as set by manager.

Directing and Instructing

Not required.

Budgeting

Not required.

Scope of Supervision

Not required.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.