



## POSITION DESCRIPTION

### Our Mission

Exceptional individuals delivering exceptional experiences

### Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.  
We will be a destination that every discerning traveler aspires to stay at and  
that every hospitality professional aspires to work for.

### Service First Commitment

I commit to consistently making each Guest's experience exceptional and memorable.

### Core Values

Social Responsibility to the Community  
A Passion to Deliver Exceptional Guest Service  
Commitment of Flawless Attention to Detail  
Nurturing Continuous Self-improvement

### Kitchen Focus

*Creating memorable and pleasurable culinary experiences by positively adjusting to the individual needs  
of our Guest.*

**Department:** Kitchen

**Date Revised:** January 2009

**Position Title:** Steward

**Property:** Vintage Hotels

**Reports To:** Sous Chef/Chief Steward

**Position Summary:** Ensures that the restaurant and lounge has sufficient supplies of clean dishes, cutlery, utensils and cookware by washing and scrubbing them in a timely and efficient manner consistent with a superior dining facility.

### **Duties and Responsibilities:**

#### Primary Responsibilities:

- Washes dishes, utensils, pots and pans as required in the kitchen area.
- Keeps work area clean and organized.
- Keeps machines clean and clear of food debris.
- Ensures that floors are swept and mopped on a regular basis.

- Ensures that dish washing machine is working at proper temperature.
- Ensures proper storage and organization of equipment.

#### Secondary Responsibilities:

- Refills dispensers with proper chemicals.
- Changes garbage and keeps compactor area clean.
- Puts dirty linen into bags and brings to the laundry.
- Having a thorough knowledge of Vintage Hotels' products and services.
- Suggesting additional products and services meeting our guests' specific preferences.
- All other duties as assigned.

#### Health and Safety Responsibilities

- A worker shall,
  - (a) work in compliance with the provisions of the Occupational Health & Safety Act and the regulations.
  - (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
  - (c) Report to his/her employer or supervisor the absences of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
  - (d) Report to his/her employer or supervisor any contravention of the Occupational Health & Safety Act or the regulations or the existence of any hazard of which he/she knows.
- No worker shall,
  - (a) remove or make ineffective any protective device required by the regulations or by his/her employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
  - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker; or
  - (c) engage in any prank, contest, feat or strength, unnecessary running or rough and boisterous conduct.
- Comply with all Vintage Hotels health & safety policies.
- Do not operate any equipment/machinery without given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All personal protective equipment will be properly worn.
- All personal protective equipment will be worn in the appropriate departments.
- Do not climb any of the racking systems.
- Do not ride on the automatic or manual conveyor systems.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove any machine guards.
- All safety signs must be adhered to.
- Smoking is not permitted on Company property.
- Always ensure that workplace accident/injuries are reported immediately to a Manager/Supervisor.
- Failure to comply will result in the application of the Human Resources Standard & Procedure "#C.15 Progressive Corrective Action".
- Carries out all duties in accordance with the Ontario Occupational Health and Safety

#### Technical/Managerial/Administrative Requirements:

- Basic knowledge of WHMIS is considered an asset.
- Standard first aid is considered an asset.
- Ability to work under minimal supervision.

**Professional Requirements:**

- Ability to work in a fast paced environment.
- Previous experience in a kitchen is considered an asset.

**Personal Attributes:**

- Able to work flexible shifts.
- Proper grooming and hygiene.
- Punctuality.
- Professional work ethics.
- Good safety habits.
- Confidence in selling and up-selling products and services.
- Desire to meet goals.
- Ethical and honest.

**Physical Requirements:**

- Understanding routine changes to capacity flow.
- Some lifting and bending required of up to 50 lbs.
- Able to stand for long periods of time.
- Able to work in a hot environment.
- Work in a safe and responsible manner.