



DREXEL UNIVERSITY

Center for

Hunger-Free Communities



EAT
CAFÉ

EAT Café Job Description

Position Title: Dishwasher/Utility Worker

About EAT Café: The EAT (Everyone At the Table) Café is a nonprofit, pay-what-you-can café that nourishes, educates, and unites community in a welcoming environment. The café is a collaboration among the Center for Hunger-Free Communities and the Center for Hospitality and Sport Management at Drexel University, Vetri Community Partnership and the greater West Philadelphia community. The EAT Café is located at 3820 Lancaster Avenue, and will be opening in June 2016.

Job Objective

Wash and clean tableware, pots, pans and cooking equipment. Keep dish-room, pot sink and equipment clean and organized. Assist Lead Line Cook with all food preparation and cooking while maintain general cleaning of all back of house areas.

This is a part-time hourly position with opportunities for future growth. Work hours are currently projected to be from Thursday through Sunday from 3pm-9pm. Position reports to the Chef/General Manager.

Essential Requirements

- Preferred residence in the West Philadelphia community and/or area, specifically in the neighborhoods bordering the EAT Café.
- Background in food service, hospitality industry.
- ServSafe certification is required.
- Self-starter, upbeat personality.
- No previous restaurant experience required.
- Be able to work in hot, wet, humid and loud environment for long periods of time.
- Be physically able to frequently lift up to fifty (50) pounds, reach, bend and stoop.
- Performs other related duties as assigned by the Chef or manager-on-duty.

Main Responsibilities

- Keep all kitchen, bathroom and café areas clean, hygienic and organized, at all times
- Perform all café utility functions throughout the shift with safety and consistency (sweep/mop floors, trash removal, recycling, stocking, cleaning, etc.) at designated times.
- Load, run and unload the dish machine.

- Keep the dish machine clean and report any functional or mechanical problems immediately.
- Monitor dish machine water temperature to ensure sanitary wash cycle.
- Wash and store all tableware and kitchenware.
- Keep dish room clean and organized.
- Maintain adequate levels of clean tableware for dining room and kitchen.
- Bag and haul dish room trash to dumpster at designed times.
- Handle tableware carefully to prevent breakage and loss.
- Maintain adequate levels of dish detergents and cleaning supplies.
- Clean food preparation and production areas as required.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Prep assigned items. Measure and assemble ingredients and prepare recipes and menu specifications in accordance to Chef de Cuisine or Manager on duty.
- Clean food preparation and production areas as required
- Keep up to date with daily menu offerings, menu changes, etc.
- Work safely around kitchen equipment and report any maintenance issues to the café manager
- Complete all appropriate kitchen/café documentation and key tasks, on every shift
- Maintain personal knowledge of EAT café by completing in-house training and workbooks
- Always adhere to all EAT Café policies and procedures
- Performs other related duties as assigned by the Chef or manager-on-duty
- Attends all scheduled employee meetings and brings suggestions for improvement
- Be involved and contribute to all EAT Café initiatives and events
- Carry out daily/weekly instructions given by the management
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Qualifications:

In addition to the essential requirements above, qualified applicants should exhibit the following:

Customer Focus

- Be friendly, smiley, sociable and welcoming to our customers, to create a warm and inviting atmosphere
- Remain calm, patient and polite interacting with our guests
- Be helpful and resourceful with our customers. We are a community-based café. If questions or concerns arise that are beyond your understanding, alert the Café manager on duty and/or other staff member for assistance
- Drive
- Be confident and self-motivated.
- Demonstrate a passionate commitment to the café and our mission.
- Welcome and embrace change with a positive attitude.
- Be able to work unsupervised in a busy environment.

- Be able to prioritize duties; sufficient multi-tasking skills.

Personal Integrity

- Be honest and reliable.
- Be trustworthy, respectful and maintain confidentiality at all times.
- Be professional at all time.
- Dress appropriately.
- Maintain excellent attendance.

Team Work

- Always be a part of the team (work family).
- Build and maintain good relationships with all team members.
- Work together with the team to ensure that the EAT Café is the best it can be.
- Be willing to perform different job duties to balance the workload
- Be able to communicate effectively with people of all levels, backgrounds, etc.
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The EAT Café employs the Sanctuary Model in its design and service delivery model. The Sanctuary Model is an evidence-supported, trauma-informed practice designed to facilitate the development of structures, processes, and behaviors on the part of staff, patrons and the community-as-a-whole that recognizes and responds to the impacts of extended exposure to adversity on individuals. This person should have some knowledge and/or interest in learning about this organizational culture model.

Other Information:

Drexel University is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the University community and the educational and employment experience of its members. The University prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, and status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all [University Policies](#) and [Workplace Postings](#).

Background investigations are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon the University's acceptance of the results of the background investigation.