

THE GEORGIAN PEAKS CLUB

CAFÉ CLEANER JOB DESCRIPTION

Date Reviewed: October 2016

BASIC FUNCTION

To ensure the proper cleanliness of all Lodge service areas including seating areas, washrooms and common hallway areas during the operation of the Club. Ensure that beverage fridges and side stands are adequately stocked with cream, sugar, milk, condiments, cutlery, napkins, etc. Assist with dining area setup for both regular and special function usage.

MAJOR ACTIVITIES/TIME

1. Ensure that service areas and fridges are clean and fully stocked. This includes cream, sugar, condiments, cutlery, napkins, etc. Ensure tables have filled salt, pepper, vinegar and that condiment containers are full. Fill all cutlery containers and napkin dispensers. Fill water jugs and ensure there are adequate water glasses by jugs. 20%
2. Ensure that bus pans are in place for collection of used dishes. Make sure work stations are clean and have clean dishcloths and water available. 5%
3. Check washroom and hallway areas every half hour. In washrooms, pickup any paper on floor, refill paper towels and toilet paper, check for clean sinks and flushed toilets. Mark down time washroom checked and sign your name on appropriate checklist. 15%
4. Keep your assigned F&B area clean – pickup dirty dishes, wipe tables, take filled bus pans to dishroom, pick up any garbage of floors and empty garbage and recycling receptacles as required. Wipe down garbage receptacles, windows and window sills as required. 50%
5. React to Member, Guest and Co-Workers needs in a responsible and diplomatic manner. 5%
6. Ensure that all equipment is operating properly and operated only by those Individuals who have been properly trained. Report any problems to F&B Manager. Perform all duties in a safe manner and in accordance with Club procedures and policies and Health Board standards. 5%

RELATIONSHIPS

In order to perform this job effectively, Café Cleaners must be in contact with Members, Guests, F&B Staff and Management.

KNOWLEDGE & EDUCATION

Good customer service skills, able to work with minimal supervision.

DAILY DUTIES

- Be ready to start work at time scheduled, not later.
- Punch in on timeclock and attach punchcard to timecard
- Fill water jugs and ensure there are adequate water glasses by jugs
- Refill dishware as required
- Assist with preparation of coffee and hot drinks as required
- Check for adequate hot drink supplies and replenish as necessary
- Put out milk, cream, sugar, mustard, relish on side stands
- Ensure salt, pepper and vinegar dispensers are full and are on all tables
- Fill cutlery containers with clean cutlery
- Fill napkin dispensers; ensure that extra napkins, straws and hot chocolate supplies are stocked up in main dining room storage areas
- Stock beverage fridge in your assigned area and replenish throughout day as required
- Report any problems with equipment to Chef or Management. Do not attempt to repair it yourself. All service to equipment should be done by qualified staff only.
- Make sure that work stations are clean and always have clean dishcloths and water
- Ensure that clean bus pans are in place for collection of dirty dishes
- Check restrooms every half hour
- Clean tables in your assigned area and put dirty dishes in bus pans; take full bus pans to dishroom as required
- Pick up all garbage on floors; empty garbage and recycling bins as required and wipe down as required
- Offer assistance to any other Team Members who could benefit from your assistance.
- Complete your timecard and let Supervisor know that you are leaving.