



POSITION POSTING

Job Title: Dishwasher/Custodian

Date Created: 1/10/2018

Reports to: Kitchen Manager

FLSA: Non-exempt

Typical Schedule - Saturday - Wednesday - 11:00am - 7:30pm. Days off are on Thursday and Friday.

Department: Dining Services

Date Last Revised: 9/2021

Employee Category: Staff

Benefits: Yes

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others— all so that we can go far together.

Position Summary

To perform as a key player with the Dining Services team and to make sure pots, dishes and assigned areas are clean at all times.

Essential Job Duties and Responsibilities

- Promote a positive and congenial atmosphere and working relationship with students, employees, supervisors and other individuals that this position may come in contact with.
- Perform as a key player with the dining services team.
- Responsible for making sure all pots, pans and dishes are clean and sanitary based on the assigned area of responsibility.
- Clean and maintain employee restrooms.
- Keep the kitchen clean, neat and sanitary, including sweeping and mopping floors, removing trash and recycling and keeping the dumpster area clean.
- Work closely with cooks to accomplish food prep.
- Assist with catering events, set-up and clean-ups.
- Responsible for monitoring and recording all dishwashing and pot washing machine temperatures based on assigned area of responsibility on log sheets, maintaining sheets for five years and reporting all discrepancies to the supervisory team immediately.
- Notify supervisor of and discrepancies, or equipment malfunction.
- Help clean and maintain a sanitary dining room (including floors, tables, chairs, windows, and doors)

- Responsible for observing all policies regarding MSDS safety and sanitation regarding the proper handling of foods and equipment, including cleaning chemicals
- This position is required to wear a proper uniform.
- Perform other duties as assigned by the supervisor.
- Keep the work area clean, neat, and sanitary, including sweeping and mopping floors.
- Assist in restocking supplies needed for service areas.
- Clean pot washing machine, the dishwashing machine, and sinks based on assigned area of responsibility after each meal.
- This position will assume the duties of Store Room Receiver in their absence.
- Additional duties as assigned.

Qualifications and Skills Required for Position

- Must be organized with attention to detail.
- A high level of integrity, accuracy, and work ethic.
- An open and collaborative style.
- Good oral and written communication skills.
- Willingness to work nights and weekends.
- Must be capable of doing basic math calculations/reading.
- Must successfully complete criminal background check

Physical Demands

This position requires routine medium physical exertion; typically involves lifting, reaching with hands and arms, standing, bending, stooping, walking, pushing, pulling, and climbing stairs to coordinate work. Heavy physical exertion is required when moving equipment/supplies. Fine motor skills requiring the use of hands to finger, handle or feel objects, tools, or controls. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

To Apply

To apply for the Dishwasher/Custodian position, please click [here](#).

***Nothing in this Job Description restricts The Governor's Academy's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that it can be terminated by the employee holding the position or by the Academy at any time, with or without notice or cause. ***

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.