

## **Steward**

### **UF4141**

#### **Job Overview:**

The Steward supports food service operations by maintaining a clean, safe, and organized back-of-house environment. This role is responsible for sanitation, warewashing, equipment care, and overall cleanliness of the kitchen and service support areas. Stewards play a critical role in supporting restaurants, banquets, concessions, premium services, and catering operations by ensuring workspaces are properly maintained and ready for service.

Stewards work under the direction of the Steward Supervisor or culinary leadership and support daily operations as well as event-driven service demands. Responsibilities may vary based on unit size, service models, and operational needs.

#### **General Responsibilities:**

- Maintain cleanliness and sanitation of kitchens, dish rooms, storage areas, corridors, and service spaces.
- Clean and care for kitchen equipment, utensils, china, glassware, and service ware.
- Operate warewashing equipment in accordance with safety and sanitation standards.
- Support opening and closing sanitation procedures for food service areas.
- Assist with organization and proper storage of equipment, supplies, and service ware.
- Handle waste, recycling, and grease removal in accordance with established procedures.
- Follow proper use, storage, and labeling of cleaning chemicals and supplies.
- Maintain floors, drains, and work surfaces to meet cleanliness and safety standards.
- Support culinary and service teams by maintaining the readiness of back-of-house areas.
- Follow Health Department regulations, HACCP (Hazard Analysis Critical Control Point) guidelines, and company sanitation standards.
- Attend required training, safety meetings, and pre-shift briefings.
- Use required Personal Protective Equipment (PPE) and follow safe work practices.
- Report accidents, injuries, or unsafe conditions promptly.
- Perform additional duties and responsibilities as assigned.

#### **Job Qualifications**

**Experience/Knowledge:**

- High School diploma, GED, or equivalent experience preferred.
- Previous experience in stewarding, sanitation, or food service support roles preferred.

**Skills/Aptitude:**

- Ability to follow written and verbal instructions accurately.
- Strong attention to detail related to cleanliness and organization.
- Ability to work effectively in fast-paced environments.
- Strong teamwork skills and willingness to support multiple service areas.
- Ability to manage physical tasks safely and efficiently.

**License/Qualifications**

**Certifications**

- None.

**General Qualifications:**

- Willingness to learn and adapt to operational needs.
- Maturity of judgment and professional demeanor.
- Maintains high standards for cleanliness, organization, and accountability.
- Reliable attendance and punctuality in accordance with Sodexo policies and unit schedules.
- Ability to work a flexible schedule, including nights, weekends, holidays, and extended hours.
- Must comply with all dress code, safety, and PPE requirements.

**Physical Requirements:**

- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may often exceed 8 hours.
- Ability to frequently lift, carry, push, and pull equipment and supplies.
- Ability to frequently lift and move up to 35 pounds and occasionally lift and move up to 40 pounds.
- Ability to reach, bend, stoop, and perform repetitive motions.

**Working Conditions (may add additional conditions specific to defined work location):**

- Works primarily in kitchen and stewarding areas.
- Exposure to wet floors, cleaning chemicals, heat, steam, and kitchen equipment.
- Moderate to loud noise levels during peak operations.

- Requires consistent use of Personal Protective Equipment (PPE).

**Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.**

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Manager** \_\_\_\_\_ **Date** \_\_\_\_\_