

## **FOCUS: BANQUET OPERATIONS**

**Agenda: Banquet Structure**

### **Topic: Job Focus, Kitchen Steward**

**POSITION TITLE:** Kitchen Steward

**ACCOUNTIBILITY:** Chef

**POSITION SUMMARY:** As a Kitchen Steward, you will be on the back end of our front running dining operations. With your careful attentiveness and concern for customer satisfaction, you will help ensure catering experiences at **The Forum Caterers of Baltimore** remain exciting, inspiring, and memorable for all the right reasons.

#### **JOB RESPONSIBILITIES**

- Ensure all health regulations are maintained.
- Maintain knowledge of sanitation, dishwashing, maintenance, and safety standards.
- Understand the proper use of chemicals on property.
- Maintain professional grooming and appearance and act as a role model according to established grooming and appearance policy.
- Cleaning and sanitation of kitchens and food service areas.
- Cleaning, sanitation and storage of china, glass, silverware and service pieces.
- Remove and properly handle trash, ashes and grease.
- Clean, sanitize and store of kitchen equipment.
- Clean, sanitize and re-stock of bathrooms.
- Restock kitchen and service inventories.
- Assisting with plating food.
- Assist with loading hot and cold transport carts.
- Assist with inventories.
- Assist with dish out stations, break down stations and returning equipment to kitchens, storerooms and dish rooms.
- Beverage transport, brewing and cleaning and sanitation of machinery and equipment.
- Allocate all china, glass and silver required to fully set up a banquet function.
- Transport all items to designated function rooms.
- Pick up all food requirements as indicated on Banquet Event Order Sheets (BEO).
- Deliver food items to the designated locations on a timely basis.
- Complete assigned checklists and cleaning schedules.
- Return all dirty dishes to dish room.
- Perform duties required to support safety, sanitation, health codes, building codes, service, culinary support and cross department needs.
- Able to work in all kitchens, dish rooms, service hallway support and material handling.
- Set up of service trays in BOH.

**POSITION TITLE:** Kitchen Steward

**SKILLS REQUIRED**

**QUALIFICATIONS**

- Two years related operations experience.
- High School education or equivalent

**PHYSICAL DEMANDS**