

# **TOCUMWAL GOLF CLUB LTD**

## **DUTY STATEMENT – POT WASHER**

**DATE:** 2<sup>ND</sup> April 2013

**AWARD:** REGISTERED AND LICENSED CLUBS AWARD 2010

**RESPONSIBLE TO:** DUTY MANAGER/ HEAD CHEF

### **STATEMENT OF DUTIES & RESPONSIBILITIES:**

**Adhere to all Policies & Procedures set out in the Tocumwal Golf Club Ltd Staff Manual.**

### **OBJECTIVES**

- Maintain a high standard of service
- Maintain a constant pleasant approach to all patrons
- Be co-operative with staff and patrons

### **RESPONSIBILITIES**

- Carry out instructions of Catering Manager/Chef/Supervisor
- Ensure all Chef's dishes are washed and dried
- Ensure vegetable preparation is completed as instructed
- Ensure all boxes are crushed and placed in big rubbish bin
- Ensure bins are emptied regularly
- Hose down back of kitchen area including steps etc
- Ensure floor is swept and washed at end of shift
- Advise Supervisor of any faults or problems

**The above responsibilities are the minimum requirements. These will be reviewed periodically and for the efficient running of the Club other responsibilities may be delegated from time to time as necessary.**