

POSITION DESCRIPTION

POSITION TITLE:	DATE:
Kitchen Steward	9 th December 2025
REPORTS TO:	APPROVED BY:
Head Chef	President & CEO
JOB OVERVIEW	
<p>The Kitchen Steward provides support services for the operation of the Kitchen and Farmers Table Restaurant service functions and has responsibility for ensuring seamless back of the house operations in support of the same. The Kitchen Steward will report to the Head Chef.</p>	
KEY DUTIES AND RESPONSIBILITIES	
<p><u>Key Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Ensure compliance with Island School disposal, sanitation and recycling for kitchen wastes. • Oversee the general cleaning and sanitation of the kitchen, food service work stations and dining hall area and supervise the actions of others performing these tasks (Dish Crews). • Oversee the cleaning and sanitation of dishware and service utensils and supervise the actions of others performing these tasks (Dish Crews), including washing, wiping, sorting, stacking and storage of dishes and utensils. • Develop a routine and follow established sanitation procedures to clean and sanitize pots, pans, utensils and other minor kitchen and dining hall equipment. • Clean and sanitize large kitchen equipment as assigned, following established procedures and routinely ensure they are in good working order. • Ensure compliance with proper and safe use of chemicals in the kitchen and dining hall areas. • Perform safe operations of industrial dish washers and other kitchen equipment and supervise others doing so. • Promptly report any maintenance or hazard issues to the Kitchen Manager or Supervisor. • Maintain inventory levels for chemicals and cleaning supplies required for kitchen use. • Inspect dishware and utensils for breakage or wear, remove them from circulation and update the breakage and inventory register. • Assist in light food preparation and food service as directed by the Kitchen Manager or Supervisor. • Prepare daily beverages as needed and ensure dispensing machines are routinely inspected, cleaned, sanitized and maintained in good working order. • Using interaction with students and others as teaching moments by guiding thoughts and actions to encourage sustainable practices, environmental wellness and recycling opportunities. 	

- Provide catering support for functions and special events as directed by the Kitchen Manager or Supervisor.

KNOWLEDGE & REQUIRED SKILLS

Skills and Competencies:

- Able to work weekends, evenings, holiday shifts and regular shifts as required.
- Physical capacity to perform the role, including standing for long periods and lifting moderately heavy items.
- Sound knowledge of commercial kitchen operations, equipment, cutlery, food safety regulations and allergen awareness.
- Must be able to lift up to 50lbs.
- Strong organizational and time-management skills, with the ability to work under pressure and meet deadlines.
- Ability to follow structured recipes and dietary requirements with precision and consistency.
- Strong communication skills and the ability to work cooperatively with both back-of-house and front-of-house teams.
- High level of initiative, responsibility, and accountability in both routine and high-pressure situations.
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Sound Time Management Skills.
- A Team Player and Understanding.
- Menu development and pricing skills.
- Strong Organizational skills and Multitasking abilities.
- Disciplined, self-motivated and results oriented.
- Adherence to rostered hours, punctuality, and a positive attitude toward teamwork and service delivery are essential.
- Adequate knowledge of CTI's overall vision, purpose, core values & overarching goals.

EXPERIENCE & QUALIFICATIONS

Experience:

- High School Diploma
- A minimum of (1) one to two (2) years' experience in a similar culinary role.
- Sound knowledge of the hospitality industry.

Education:

- Culinary training, formal certification, or food handling accreditation.