



St. Vincent de Paul – Job Posting

Title: **Dishwasher**

Reports to: **Kitchen Manager or Program Manager**

FLSA Status: **Part-time, Non-Exempt**

EEO Code: **9**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those most in need with compassion and dignity.

Position Summary:

Dishwashers on the Open Hand Kitchen Staff assist in the planning, preparation, crafting, presentation and clean-up of nutritious meals to all guests. St Vincent de Paul, one of Louisville's longest-serving, charitable organizations, serves 2 meals a day (Noon and 5:00 pm) year around. Kitchen staff work (5) 8 hour shifts per week, rotating weekends.

Essential Duties and Responsibilities:

- Assist Kitchen Manager in organizing food items needed for meal preparation and the maintenance of food preparation area
- Cleans, maintains and organizes dishes, refrigerators, freezers and dry storage area in the kitchen area and personal work space
- Adheres to standards of Open Hand Kitchen including but not limited to:
 - Maintaining sanitation
 - Rotating stock to ensure freshness of food prepared
 - Correct handling and storage of fresh and leftover foods
 - Labeling and dating of all prepared foods
- Utilize rescued foods
- Advise Executive Chef/Lead Cook of any concerns in a timely manner
- Work cooperatively with kitchen guests, clients, SVDP staff, and volunteers
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Experience in a commercial kitchen preferred
- Knowledge of safety guidelines and procedures in a commercial kitchen
- Learn, know and comply with health department sanitation guidelines and assist in maintaining cleanliness
- Knowledge and experience working with the homeless, chemical dependency issues, and crisis intervention techniques is a plus
- Demonstrated leadership qualities and project management skills
- Ability to take initiative and problem solve
- Excellent organizational, written, and oral skills are a plus
- Ability to interact effectively and professionally with participants, families, staff and volunteers
- Self-motivated and detail-oriented
- Commitment to the mission and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- High School Diploma or equivalent
- Minimum 1 year experience in a related position/setting
- Must obtain Health Dept Certification within 6 months of employment
- Must get Hepatitis A vaccination

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- TB testing annually
- Culinary education/training is a plus
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Successfully pass any required pre-employment background and drug screening

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee occasionally lifts and/or moves up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP’s Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To Apply:

Online: <https://www.svdplou.org/jobs/>

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

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