VFW Post 8794

Janitorial & Maintenance Position Description

Key Responsibilities & Duties

- **Cleaning & Sanitation:** Sweeping, mopping, vacuuming, and waxing floors; washing windows/mirrors; disinfecting bathrooms; cleaning kitchens/break rooms; dusting furniture and equipment.
- **Maintenance & Repairs:** Performing minor repairs (plumbing leaks, fixing locks, painting), replacing light bulbs/filters, and inspecting electrical or mechanical systems.
- **Waste Management:** Gathering and disposing of trash and recycling daily.
- **Safety & Security:** Locking doors, monitoring security, checking fire alarms, cleaning graffiti, and ensuring walkways are clear.
- **Grounds Upkeep:** Cleaning exteriors, performing light landscaping (mowing, trimming), and performing snow removal.
- **Supply Inventory:** Monitoring and ordering cleaning supplies, cleaning chemicals, and restroom supplies.

Required Skills & Qualifications

- **Technical Skills:** Knowledge of cleaning chemicals, power tools, and basic maintenance/handyman skills.
- **Physical Ability:** Ability to lift heavy objects, use ladders, and stand/walk for extended periods.
- **Attention to Detail:** Ensuring high standards of cleanliness and identifying potential repair needs before they become critical.
- **Education:** A high school diploma or GED

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Food Preparation & Cook Position Description

Key Responsibilities

- **Food Prep & Ingredient Management:** Wash, peel, chop, slice, and dice fruits, vegetables, and meats. Measure and mix ingredients, portion food items, and prepare basic components like sauces.
- **Cooking Tasks:** Bake, grill, fry, broil, or steam foods, including entrees and appetizers, according to recipes.
- **Station Setup & Organization:** Set up workstations with necessary ingredients, tools, and equipment before service.
- **Sanitation & Safety:** Clean and sanitize workstations, tools, and equipment (e.g., slicers, blenders) throughout the shift. Adhere to health regulations and ensure proper food storage.
- **Inventory Control:** Monitor food stock levels, label ingredients, and inform management of shortages.

Required Skills and Qualifications

- **Technical Skills:** Proficient knife handling, knowledge of cooking techniques (grilling, frying, steaming), and familiarity with kitchen equipment.
- **Physical Stamina:** Ability to stand for long hours, lift heavy objects (e.g., crates of produce), and work in high-temperature environments.
- **Organizational & Soft Skills:** Ability to follow detailed recipes and instructions, work quickly under pressure, and work effectively as part of a team.
- **Certification:** ServSafe food handling certification is preferred.

Work Environment

- **Bar:** Kitchens with intense activity, especially during busy hours.