TOWN OF BELLINGHAM
Dishwasher Job Description
Bellingham Council of Aging

Position Title	Dish Washer	Grade Level	1 (Non-Union/PT Schedule)
Department	Council on Aging	Date	1-12-26
Reports to	Council on Aging Executive Director	FLSA Status	Non-Exempt

Statement of Duties: The Dishwasher is responsible for maintaining the kitchen and dining areas in a clean and orderly condition. Washes, cleans, sanitizes and stores all dishes, glassware, utensils, pots, pans, and other equipment used to operate the kitchen and dining room areas. Cleans floors, equipment and assists set up for meals and programs as assigned. Employee is required to perform all similar or related duties.

The Dishwasher is responsible for the overall cleanliness and sanitation of all dishes, utensils, kitchen equipment, and related work areas. This includes operating the dishwashing machine, performing general cleaning duties, and assisting kitchen staff as needed to ensure smooth and efficient meal service. Attention to detail and strict adherence to all health and safety regulations are critical to this role.

Supervision Required: The position reports to the Executive Director or designee.

Supervision Given: The employee is not typically responsible for the regular supervision of Town employees. The employee may supervise volunteers as necessary.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Wash and store all dishes and equipment in accordance with policy and procedures.
- Maintain dish room area in a neat, clean and sanitary manner.
- Keep kitchen floors clean (sweeps and mops) and trash emptied.
- Maintain dish machine after each meal by thoroughly cleaning and maintaining sanitizing temperatures and parts per million levels.
- Adhere to cleaning schedules as assigned.
- Assist with the transportation and storage of food supplies.
- May perform other duties as needed and/or assigned.

Recommended Minimum Qualifications:

Education and Experience: High School Graduate or equivalent and 3-5 years of experience in an institutional cafeteria or restaurant kitchen.

Special Requirements: Serv Safe Food Handlers Certification and any additional requirements which may be required.

Skills/ Abilities:

1. The ability to read, understand and follow written and/or verbal instructions in English, including but not limited to maintaining a cleaning supply inventory and cleaning schedule.
2. Familiarity and ability to learn to use commercial dishwasher and related equipment.
3. Ability to lift 50 pounds without assistance and to work on feet for duration of shift.
4. Knowledge of sanitary and food safety practices applicable to a commercial kitchen.
5. Ability to perform all essential duties.
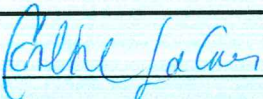9. Must obtain and maintain Serv Safe Food Handlers Certification.

Physical and Mental Requirements:

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 position's essential functions
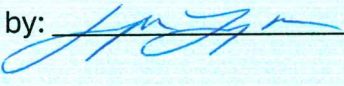
Physical Demands: Requires standing for duration of shift and repetitive movement. Ability to lift fifty pounds without assistance.

Motor Skills: Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in the operation of kitchen tools and equipment in a safe manner.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Position Description approved by: _Calhe Jalan_ Human Resources Director

Date: _1-15-26_

Position Description approved by: _____ Town Administrator

Date: _1-20-2026_