



## Job Description

Position title	Department	Reports to
Cleaning and Sanitation Worker I/II	Operations	Supervisor Maintenance & Sanitation
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time 6:30am-3:00pm <input checked="" type="checkbox"/> Part-time 8:00am-12:00pm	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt Salary rate \$18.00 hr	07/21/2025

**Purpose:** The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Cleaning and Sanitation Worker position assists in fulfilling the mission by cleaning and sanitizing equipment, utensils, cooking implements, surfaces, floors, counters, insides of freezers, refrigerators, cooking kettles, ovens, warmers, cooking equipment and blast chillers and disposing of trash in order to maintain the highest quality of cleaning and sanitary conditions in the kitchen and working environment of SVMOW. .

### Position Summary

The Cleaning and Sanitation Worker is responsible for ensuring the cleanliness, sanitation, and hygiene of all dishware, cookware, utensils, and ware washing areas in the SVMOW kitchen. This position plays a critical role in maintaining health and safety standards, including accurate logging of sink temperatures, proper sanitizer concentrations, and passing monthly sanitation inspections. This position also assists the team by cleaning floors, counters, freezers, refrigerators, blast chillers, and disposing of trash to maintain the highest quality of cleaning and sanitary conditions in the kitchen and working environment of SVMOW

### Essential Duties and Responsibilities

- Manually wash kitchen items as required (e.g., pots, pans, utensils). Operate commercial dishwashing machine.
- Set up and maintain a 3-compartment sink system with correct water temperatures and sanitizer concentrations in compliance with health department regulations.
- Monitor and record sink temperatures and sanitizer levels in a daily log; ensure logs are completed accurately and kept up to date.
- Maintain proper sanitizer concentrations using test strips and replenish cleaning chemicals and sanitizers as needed.
- Pass monthly health and safety inspections related to temperature logs, sanitizer concentrations, and ware wash area cleanliness.
- Perform regular deep cleaning and sanitization of the ware washing station, including dish machines, sinks, floors, drains, and surrounding surfaces.
- Ensure all kitchen items are thoroughly cleaned, sanitized, and air-dried before being returned to service or storage.



## Job Description

- Organize and restock clean items to appropriate storage areas.
- Support the kitchen team with utensils and dishware during peak service times.
- Handle waste and recycling properly, ensuring bins are emptied and cleaned regularly.
- Cleaning of insides of freezers, refrigerators, and blast chillers as directed.
- Cleans and sanitizes meal delivery carriers (bags, coolers, and ice packs.)
- Monitors and disposes of trash in all areas of the kitchen, break room, offices, and dining room.
- Replenishes the sanitation supplies (aprons, gloves, hair nets, beard covers) at each entrance of the kitchen once per day.

### Key Responsibilities:

- Assists staff in the breakdown of cardboard boxes and takes them to the trash area.
- Maintains the cleanliness of the trash area and follows all guidelines for disposal of trash, compost, and recycling.
- Follow all health and safety/FDA guidelines.
- Adheres to existing work practices, methods, procedures and new or alternative systems.
- Reports any equipment malfunctions or safety hazards to the Supervisor.

### Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or equivalent preferred.
- Previous experience in a commercial kitchen or dishwashing role is an asset but not required.
- Ability to work efficiently in a fast-paced, high-volume environment.
- Sufficient verbal communication skills to communicate effectively. Bilingual Spanish is a plus.
- The ability to work with diverse staff and volunteers in a team environment, and professional and respectful manner.
- Demonstrates a positive attitude.
- Strong attention to detail.
- Able to read and follow directions and instructions
- Valid California Driver's License and clear DMV record.
- Background Fingerprint Clearance
- Drug Test Clearance

### Physical Demands and Work Environment

The performance of duties involves working in an office environment and the physical abilities to sit for extended periods of time and work at a desk with extended periods of computer task and lift/move objects of 35 pounds or more.

- Ability to safely and successfully perform the essential job functions to include the ability to carefully follow sanitation procedures to meet quantitative/qualitative standards.
- Ability to load and push equipment from the loading dock area.



St. Vincent Meals on Wheels

St. Vincent Meals on Wheels

## Job Description

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

**Reviewed with employee by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received and accepted by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable



St. Vincent Meals on Wheels

St. Vincent Meals on Wheels

## Job Description