**Ottawa Tennis Club Job Description**

**Position:** *Seasonal Dishwasher*

**Reports To:** Lead Line Cook, Sous Chef, and/or Head Chef

**Remuneration:** $18

**Schedule:** 10-20 hours per week, May 6 to September 30, 2025

**Job Summary:**

As a Dishwasher at the Ottawa Tennis Club, you will be responsible for cleaning and sanitizing kitchen equipment, utensils, and dishware, while also assisting with basic food prep tasks. This role is essential to the smooth operation of the kitchen, and the ideal candidate will be reliable, hardworking, and skilled in maintaining cleanliness and organization.

**Responsibilities:**

* Wash dishes, pots, pans, utensils, and other kitchen equipment using commercial dishwashing equipment.
* Ensure all items are sanitized and dried properly, ready for reuse by the kitchen and front-of-house staff.
* Assist with basic food prep, including chopping, slicing, and dicing ingredients as needed.
* Maintain a clean and organized dishwashing area, ensuring the kitchen environment remains safe and efficient.
* Dispose of garbage and recycling in a timely and proper manner.
* Clean and maintain kitchen areas, including floors, counters, and storage spaces.
* Ensure that all kitchen tools and equipment are safely stored after cleaning.
* Maintain inventory of dishwashing supplies, such as detergent and cleaning agents, and notify management when supplies are low.
* Follow all food safety and sanitation regulations.
* Support kitchen staff by ensuring clean and ready equipment for food prep and cooking.
* Be available to aid with other kitchen tasks as required by the kitchen team.

**Qualifications**

* Prior Experience as a dishwasher or in a similar role (preferred)
* Basic knife skills and some food prep experience (asset)
* Ability to work efficiently in a fast-paced environment.
* Strong attention to detail and commitment to cleanliness.
* Ability to lift heavy items and stand for extended periods.
* Knowledge of basic food safety and sanitation practices.
* Strong time-management skills and ability to prioritize tasks.
* Physical ability to lift, up to 50 pounds and work in a hot, humid kitchen environment.
* Availability to work evening hours, weekends, and holidays as needed.

**OTLBC VALUES**

**Respect –** OTLBC believes that its members, staff and volunteers should treat each other respect and courtesy and can expect to be treated by others in this same manner. This means refraining from using coarse language, raised voices, making personal attacks on the individual or using any physical or verbal means of intimidation. ***You can disagree without being disagreeable****.*

**Sportsmanship –** OTLBC members, staff and volunteers believe in fair play both in recreational, competitive and social activities at the club. This means abiding by the club policies and court booking rules (not double booking or trying to find a way around the booking rules to extend your play while others are waiting their turn), not cheating and giving your opponent the benefit of the doubt during play and competition.

**Honesty &** **Integrity –** OTLBC staff, membership and its volunteers commit to being honest, accountable and transparent in their conduct.  This means individuals refrain from playing regularly until their membership is fully paid, members and staff openly discuss and share feedback in a constructive manner focusing on how things can be improved rather than trying to lay blame.

**Fun –** OTLBC believes in fostering an environment where sport, leisure and social activities are fun, positive and lead to sense of wellbeing and self-confidence. This means that staff, volunteers and members are acknowledged for keeping it light and fun while appreciating and celebrating each other’s participation in the club’s social life.

**Volunteerism** **–** OTLBC promotes and encourages volunteerism as it foster’s a sense of pride among members and increases their engagement in the club.  It also strengthens the capacity of the club to provide more services while providing volunteers with an opportunity to develop and contribute. This means that members contribute voluntarily where they can without promise of any personal gain and staff and management support these volunteer efforts to the best of their ability and being mindful of other club activities/events that may cause conflict.

**Inclusiveness –** OTLBC staff, volunteers and members share a common desire to create a welcoming and inclusive environment where people can enjoy the facilities, participate in events, and develop meaningful relationships. This means that members, staff and management encourage participation in all events and activities, engage with other members (especially new ones) and offer support or assistance to those who need it. ***"Inclusion is a process of identifying, understanding and breaking down barriers to participation and belonging."***