

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Evening Cook

**FLSA:** Hourly

**LOCATION:** OLP

**REPORTS TO:** Community Kitchen Coordinator    **SCHEDULE:** Monday – Thursday 12 – 15 Hours per week

### **GENERAL SUMMARY:**

The Cook is responsible for menu creation, shopping for menu items, and the preparation of nutritious meals for the community and guests, maintaining order, and cleanliness in the kitchen, pantry and dining area.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **Daily:**

- Set the table each night
- Prepare the evening meal for 6 – 8 people with a sensitivity of any dietary needs
- Serve the meal each evening at 6:00 p.m. unless otherwise noted
- Avoid multiple processed prepared foods
- Wash and put away pots and pans used to prepare meals
- Complete routine cleaning of kitchen and pantry areas including but not limited to:
  - Wipe down counters, stove tops and kitchen area
- Is always courteous to community members and guests.

#### **As Needed:**

- Shop for and put away menu items and other household needs on a regular basis
- Keep the refrigerators clean and organized
- Keep the freezers clean and organized
- Keep cabinets organized and clean
- Prepare for socials as scheduled
- On occasion, prepare the meal for larger groups of visitors
- Keep pantry organized
- Check with either the Community Kitchen Coordinator or the Community Director when concerns/questions arise
- Complete other duties as assigned
- Complete a payroll timesheet every two weeks.

#### **Hours:**

- Monday through Thursday. 10 – 12 hours a week including menu creation, shopping, meal preparation and kitchen clean-up unless notified in advance (flexible to change as needed). Shift is completed when meal is served.

### **QUALIFICATIONS AND EXPERIENCE:**

- Have experience as a personal chef or in a similar culinary role, methods of cooking and adjusting standard recipes by reducing or increasing the proportions to meet community needs
- Able to prepare menus with a sensitivity to individual health needs of community members
- Able to shop for menu items
- Attention to and knowledge of kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas.
- Able to follow oral and written instructions in English
- Possess a valid Driver's license and insured car.

### **PHYSICAL DEMANDS:**

- Able to lift packages after shopping for food and/or household need
- Able to put away groceries and household goods
- Able to stand for prolonged periods of time

- Able to move the contents of cabinets in order to clean them
- Able to bend, pull, walk, stand, bend, kneel, twist, and climb; manipulate hand to cut and prepare food
- Able to use small step ladder to reach contents of cabinets.

**ACCOUNTABILITY:** The Cook is directly responsible to the community member named as Kitchen Coordinator and ultimately to the Director of the community.

**REASONABLE ACCOMMODATIONS:** Lifting up to 20 pounds is essential for this position. Lifting weights above 20 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

### **SIGNATURES**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

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

**Interested candidates should submit a resume, cover letter, and three professional references to [megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)**