



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Cook
<b>REPORTS TO</b>	Executive Chef/Operations Manager
<b>TENURE</b>	Part Time

### **PRIMARY OBJECTIVE OF THIS POSITION**

To prepare and cook tasty, attractive and nutritious food for Retreat Center guests.

### **KEY WORKING RELATIONSHIPS**

Executive Director, Operations Manager, Executive Chef, Maintenance Technician, Community Superior, Development Coordinator, Hosted Group Coordinator, Housekeeping

### **DUTIES:**

- Cook food for meal service, snacks and special events
- Accurately measure, weigh and portion food items during preparation and meal service
- Cook food in a timely manner to meet meal times
- Be available for Breakfast, Lunch and/or Dinner shifts for food preparation and service; schedules vary and may include weekends
- Clearly and accurately communicate with supervisors, cooks, dishwashers, servers and additional retreat center staff
- Perform cleaning duties as assigned by the Executive Chef and Operations Manager
- Put away food and/or supply deliveries according to "First In First Out" practices
- Handling all foods, storage and cleaning activities in accordance with sanitary procedures and standards
- Complies with all federal, state and local regulatory procedures regarding food storage, cleaning and preparation
- Perform any duties essential for dining operations

### **OTHER DUTIES:**

- Performing other duties as requested

### **PERSON SPECIFICATION:**

- High school diploma or equivalent
- Must be at least 18 years of age
- Maintains current Food Services Sanitation certificate
- Punctual, dependable, hard-working, multi-tasker, organized, flexible and good communicator
- Knowledgeable and proficient with kitchen equipment
- They will be a team player keen to promote the Center in the wider community
- Be accessible to supervisor via a cell phone
- Work cooperatively with other staff

**OTHER CONDITIONS**

All staff at Christ the King Retreat Center are required to undertake a Diocesan background check.

All staff are required to be aware of Work Health and Safety policies of Christ the King Retreat Center.

All staff are required to familiarize themselves with the direction of the Staff Handbook.

During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

*Christ the King is a small, not for profit organization which requires all employees to multi task*

*and often assist in areas outside of their usual domain.*

<b>Print name</b>	<b>Signature</b>	<b>Date</b>
EMPLOYEE:		
MANAGER:		