

Adrian Dominican Sisters Campus Part-Time Cook

Summary:

The Adrian Dominican Sisters, an international Congregation of vowed Catholic women religious seeks a **Part-Time Cook** to work in the kitchen on the Motherhouse Campus in Adrian, Michigan. This position performs duties in kitchen including preparing meals during shift as determined by the day's menu.

Responsibilities:

1. Responsible for opening or closing the department.
2. Responsible for checking and recording temperatures of all freezers and refrigeration.
3. Responsible to report any malfunctions to department lead and maintenance department, if necessary.
4. Responsible for breakfast, lunch or dinner preparation according to the posted daily menu and production sheets, while making use of any leftover items and following standardized recipes.
5. Responsible for breakdown, labeling and storage of any leftovers from the meal period.
6. Responsible for maintaining proper quantity of food available as requested by dining room attendant.
7. Responsible for operation of the department in absence of department director, and will supervise and instruct other department staff.
8. Assists other food service staff, residents and guests as needed.
9. Responsible for any additional duties as scheduled or requested by the supervisor.

Qualifications:

- Ability to read, write and follow written and oral instructions
- Knowledge of quantity cooking equipment
- Ability to interact with a variety of personalities and some stressful situations
- Possess service oriented attitude

Must have prior cooking experience and be able to work a very flexible schedule.

40 hours per pay, variable hours and weekends/holidays as assigned.

Benefits:

Medical, dental and vision insurance available to purchase
Congregation paid life, short term and long term disability coverage
Defined benefit pension plan
Paid time off

*Interested candidates should email a resume/cover letter to
employment@adriandominicans.org*