

ST. GERTRUDE PRIORY JOB DESCRIPTION

JOB TITLE: Priory Weekday Chef

REPORTS TO: Prior

CLASSIFICATION: Hourly Nonexempt

JOB DESCRIPTION REVISED: 3/6/

DATE OF FIRST EMPLOYMENT:

Employees of St. Gertrude Priory will have a knowledge of the Catholic faith, along with a willingness to work for a Catholic faith-based agency, and will adhere to the policies outlined in the Human Resources Policy Guidelines of St. Gertrude Parish (2020). Employees will not publicly oppose the teachings of the Catholic faith, nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati, or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, writing, or demonstration, including the use of social media or other digital technologies.

JOB DESCRIPTION SUMMARY:

This non-managerial/non-supervisory position involves accurately and efficiently preparing, portioning, cooking, and presenting a variety of hot and cold food items for various meal periods including lunch, dinner and special events throughout the year. More specific responsibilities of the position, both food and non-food related, include those listed below.

WORKING HOURS: Monday – Friday (8 hours per day); special events as needed

ESSENTIAL DUTIES:

1. Prepare and serve lunch and dinner for approximately 20 people on a regular basis Monday through Friday. From mid-July to mid-August, when two classes of novices are present, prepare and serve lunch and dinner for up to 40 people Monday through Friday.
2. Accommodate the food allergies of the various individuals within the community.
3. Plan weekly menus to be reviewed by prior (or procurator in his absence).
4. Purchase food products (either from vendors for larger orders, or retail outlets for smaller items), cooking ingredients, and items related to food service (paper cups, napkins, coffee filters, etc.), as needed. This includes purchasing breakfast items, fresh fruit, and staples like bread, milk, and coffee as needed. When purchasing is done at local retail outlets, the employee will utilize his/her personal vehicle.
5. Purchases also include items requested by priest and novice cooks for weekend meals, provided these requests are made in a timely manner.
6. Assure that food purchasing remains within budget over the course of the year; seek cost efficiencies in purchasing (e.g., purchasing sale items, purchasing items that are in season, adjusting purchases and stock on hand to minimize spoilage, utilizing leftovers whenever possible, especially for lunch).
7. Safeguard the integrity of the priory-provided purchasing card and promptly provide all receipts to parish bookkeeper for all purchases. Reimbursement will only be made for submitted receipts.
8. Avoid potential conflicts of interest and seek to avoid any appearance of impropriety (e.g., commingling of personal and priory purchases, no consumption of food or food purchased for or on behalf of the priory).

9. Maintain a welcoming environment for all persons who interact with the priory and kitchen (priests, novices, guests, staff, and visitors).
10. Maintain a clean food preparation area which includes the following tasks on an as needed basis: cleaning kitchen floor, counter tops, sinks, stove tops, grill, refrigerator, and pantry. Also, integrate and train novices who are regularly assigned cleaning duties by the Novice Master.
11. Maintain professionalism and confidences of others insofar as comments, statements, or internal matters that they may communicate openly or inadvertently within the work environment (or restated colloquially, “what is said in the kitchen stays in the kitchen”).
12. Accept that direction can and does come from a number of sources and can appear fluid. The Prior is first and foremost in charge. After him, the Procurator is delegated the task of overseeing the Priory Weekday Cook and all the Priory staff. When the Prior is absent, the Subprior assumes the Prior’s responsibilities.
13. With reductions in parish staff, answer the front door and answer the telephone when the front desk at the priory is not staffed.

QUALIFICATIONS:

1. Professional training and experience preferred, though not required.
2. Ability to prepare tasty, nutritious, and diverse meals for a large number of people in a timely manner.
3. Extensive working knowledge of food preparation.
4. Ability and skill to maintain a clean and sanitary food preparation environment.
5. Ability to be comfortable with and work within an environment that requires a relatively large degree of self-direction and change.
6. Solid organizational skills and self-discipline. Ability to maintain a positive attitude.
7. Ability to collaborate with Dominican friars and priory staff.
8. Ability to accept direction and corrections graciously.
9. Ability to adapt procedures, processes, tools, equipment and techniques to meet the requirements of the position.
10. Maturity of judgment and behavior.
11. Presents self in a professional and friendly manner to others and understands that honesty and ethics are essential.

BUDGET RESPONSIBILITIES: N/A

SALARY:

1. St. Gertrude Priory is offering an hourly rate to be discussed during the interview process.

VACATION TIME:

1. 1 week of vacation after six months of employment.
2. 2 weeks of vacation after one year of employment.
3. 3 weeks of vacation after five years of employment.
4. 4 weeks of vacation after 10 years of employment.