



# GLENMARY

HOME MISSIONERS

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*Glenmary Home Missioners, a Catholic society of priests and brothers, serves the spiritual and material needs of people in rural areas of the United States through social outreach, establishment of Catholic churches, and a connection with God. Over the past 85 years, Glenmary has successfully nurtured and/or established more than 120 mission communities.*

## Job Description

# COOK (PART TIME)

### **PURPOSE:**

Plans and prepares lunch meals at the Glenmary residence facility.

### **POSITION SUMMARY:**

Part Time Cook works closely with the Residence Chef, House Manager, and Housekeeper to form a hospitality team providing excellent service to the residents. The Cook must have a caring, resident oriented attitude, and be able to prepare food for twenty plus people at each mealtime.

### **DUTIES AND RESPONSIBILITIES:**

- Prepares, cooks, serves and cleans up after the midday meals during the Monday-Friday week and prepares lunch and dinner meals on alternating Saturdays.
- Maintains the cleanliness of all food storage, preparation and serving areas at all times in an approved manner according to established health codes.
- Performs food preparation activities on an as needed basis for additional functions, events and/ or meetings as directed by supervisor or his/her designate.
- Other work related duties and responsibilities as assigned by the immediate supervisor.

### **SKILLS AND QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential job responsibility satisfactorily.
- Minimum of high school education or equivalent required
- Two to three years of practical experience required.
- Ability to communicate with fellow employees, members of supervision, members of a religious order and "external customers" on matters having a direct affect upon the work assigned.
- Able to communicate verbally, in person, via the telephone, electronically and in written form.
- Able to add, subtract, multiply and/or divide in whatever fashion is required by the position. May need to work with fractions, percentages and/or decimals.
- Able to make decisions based upon the level of knowledge and/or experience attained.

- Able to make recommendations as to a course of action to take based upon assessment of facts, trends and/or experience in the field.
- Able to prioritize multiple tasks and meet deadlines in a timely manner.
- Pass a background check.
- Valid driver's license required.

**Physical Demands:** Generally non-demanding, however, must be able to travel up and/or down the stairs to perform assigned duties. Will require walking, bending, standing, reaching, sitting, the use of hands and arms, and the ability to lift up to 25 pounds.

**Job Title:** Cook -part-time

**Classification:** Part time; Non-exempt (20 hours/week) eligible for 401(k) Plan

**Reports To:** House Manager

**Location:** Fairfield OH which is a suburb of Cincinnati OH

*Interested candidates should send a letter of interest & resume to:  
Larissa Howell email: [lhowell@glenmary.org](mailto:lhowell@glenmary.org)*