**Job Title:** Residence Cook **Department:** Administration

**Reports To:** House Manager **Date:** May, 2016

**Location:** Headquarters **Classification:** Non-Exempt (FT)

**Purpose:** Plans menu, prepares food, and cleans up after serving noon and evening meals (Monday through Friday) at the Glenmary Residence.

**Essential Job Responsibilities:**

1. Plans menu for nutritious, balanced noon and evening meals (Monday through Friday) at the Glenmary Residence.
2. Prepares, cooks and cleans up after serving the noon and evening meals (Monday through Friday).
3. Maintains cleanliness in food storage, preparation and serving areas at all times per established health code regulations.
4. Orders food items from vendors and related sources on a regular, competitive pricing basis.
5. Uses food items while fresh and within expiration date guidelines (if applicable).
6. Maintains an accurate and up-to-date inventory of all food items.
7. Assists with food preparation activities for additional functions, events and/ or meetings as requested by immediate supervisor.
8. Other work related duties and responsibilities as assigned by the immediate supervisor.

**Supervision:**

**Received:** General. May be direct in nature with special projects.

**Given:** None. May assist in training of new/transferred employees.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential job responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations will be made whenever possible, to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Minimum of high school education or equivalent required, plus appropriate knowledge in adult nutrition a plus. Two to three years of practical experience in a related position preferred.

**Communication Skills/Requirements**: 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.

**Mathematical Ability**: 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.

**Reasoning Ability**: Able to make decisions based upon the level of knowledge and/or experience attained. Ability to make recommendations as to the 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.

**Licenses/Certifications**: Valid driver’s license required.

**Physical Demands**: Will require walking, standing and the use of hands and arms to occasionally lift and reach. Proficient in the use of related kitchen equipment.

**Work Environment**: Generally of a non-office nature. Temperature will generally remain the same with low noise level and limited exposure to any disagreeable conditions.

**Note**: The above description represents the essential and most significant responsibilities of the position. It is not intended to exclude other work, assignments and/or responsibilities not noted herein.

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