

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Part-Time Cook**

**LOCATION:** Mankato

**DEPARTMENT:** Food Service

**GENERAL STATEMENT OF DUTIES:**

Prepare daily meals for all areas of the facility including the main dining room, health care area and for special events. Assists with the supervision of department staff and ensures all work is completed by all food service staff throughout the day.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Assist in putting away delivered stock as needed
- Handle food service concerns which arise in the absence of director
- Prepare and serve food for daily meals and special functions according to established menus
- Serve food at the proper temperatures for the established meal times
- Assist in clean-up of kitchen, kitchenettes and dining areas
- Prepare, arrange, deliver, set up and clean up special function items as requested
- Supervise food service staff in the absence of the food service director
- Follow proper sanitation procedures
- Assist other staff in completing required tasks within the scheduled time
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other tasks as assigned by the food service director
- Attend workshops, in-services and Hill employee meetings as required

**BASIC QUALIFICATIONS:**

- High school diploma or GED
- Minimum of one year food service experience
- Previous institutional cooking experience preferred
- Basic understanding of cooking techniques and proper food presentation
- Effective public relation skills
- Ability to stand/walk for long periods of time (minimum 6-8 hours)
- Ability to squat and/or bend to floor level frequently throughout shift
- Effective communication skills (able to read and write English)
- Math skills
- Ability to operate and maintain food service equipment
- Coping/flexibility skills
- Ability to accept direction

- Ability to supervise during absence of director
- Understanding of food service sanitation and safety practices
- Ability to work as a team member
- Ability to lift a minimum of 50 pounds
- Basic understanding of specialized diets

**JOB TYPE:** Part-time, approximately 15-20 hours per week.

\*Mix of day and afternoon shifts on weekdays and weekends. Flexible scheduling.

**BENEFIT ELIGIBLE:** No

**If you are interested in this position please complete an application.**

**If you have questions contact  
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