

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

**Date:** 4/5/2022

**Location:** St. Louis, MO

**Department:** Food Service

**General Summary:**

The Cook prepares daily meals for all areas of the facility including the main dining room, health care and special events. The Cook ensures work is completed by all staff throughout the day.

**Essential Duties and Responsibilities:**

- Integrate the mission of the School Sisters of Notre Dame in the work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Assist in putting away delivered stock as needed
- Prepare and serve food for daily meals and special functions according to established menus
- Serve food at the proper temperatures for 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
- Handle food service concerns and supervise food service staff in the absence of the Food Service Supervisor or Lead Cook
- Follow proper sanitation
- 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 employee meeting as required

**Basic Qualifications:**

- High School Diploma or GED
- Minimum of one year of food service experience
- Previous institutional cooking experience preferred
- Basic understanding of cooking techniques and proper food presentation
- Effective public relations skills
- Ability to supervise during absence of the Food Service Director
- Math skills
- Ability to operate and maintain food service equipment
- Effective communication skills (able to read and understand the English language)
- Coping/flexibility skills
- Maintains the confidentiality of residents, employees and facility information
- Ability to accept direction
- Ability to squat and/or bend to floor level frequently throughout the shift
- Basic understanding of specialized diets
- Basic understanding of food service sanitation and safety practices
- Ability to lift a minimum of 50 pounds
- Ability to stand/walk for long periods of time

**Job Type:** 30 hours per week, non-exempt, day shifts including weekends and holidays

**Benefit Eligible:** Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

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

**If you have any questions contact:**  
**Lindsey Van Beck, Human Resources**  
**Phone Number: 414-975-0007**  
**Email: [Lvanbeck@ssndcp.org](mailto:Lvanbeck@ssndcp.org)**