

Cook
Christ the King Parish
Job Description

Title:	Cook	Incumbent:	
Report to:	Pastor	Incumbent Signature:	_____
Work Hours:	Part Time 4-10 hr/wk	Hire Date:	
Approved by:	Rev. Johnathan Schmolt	Revision Date:	
Approved by Signature:	_____		

I. OBJECTIVE:

To prepare nutritious meals for the resident priests in Christ the King rectory.

II. RESPONSIBILITIES:

Cook:

- Prepare, serve, and clean up a hot dinner meal two days a week for the resident priests (currently 3) with enough food for leftovers for another meal.
- Prepare two other meals to be stored in the refrigerator for the resident priests.
- Provide or create nutritious recipes for meals in collaboration with the resident priests (sufficient protein, and vegetables).
- Prepare, serve, and clean up additional meals (4 times a year) for special gatherings.
- Clean up all utensils and cooking supplies. Place dishes in the dishwasher. (Priests will empty the dishwasher.)
- Purchase the food and supplies that will be needed for the meals.
- Accommodate any food or medical restrictions.

Parish Staff:

- Performs all jobs in a time efficient manner, multitasking if possible.
- Performs these duties by following the procedures specified by the Pastor.
- Maintains confidentiality about the priests and parishioners.
- Complies with all parish policies as listed in the Employee Handbook and applicable Diocese of Erie policies.
- Participates in any staff meeting including meetings organized for staff faith development (retreat).
- Completes any other tasks as instructed by the Pastor to fulfill Section I above.

III. QUALIFICATIONS:

- Multiple years of experience as a cook preparing a variety of meals.
- Any training in nutritious meal planning is a plus.

IV. COMPETENCIES:

- Ability to establish and maintain a positive and professional relationship with a diverse culture of parishioners and co-workers.
- Ability to view one's work as a ministry to those with whom the person has daily contact.
- Honest, trustworthy, and can maintain confidentiality.
- Ability to organize, effectively document, and routinely update information; and the ability to apply procedures to work problems and situations.
- Demonstrate an awareness of job safety at all times.

V. PHYSICAL CAPABILITIES:

- Physically able to perform the duties as defined in Section II above.
- Must be able to move a five gallon bottle of water.