



DIOCESE OF SPRINGFIELD IN ILLINOIS Catholic Pastoral Center

Job Title: Cook/Server
Division/Department: Villa Maria Catholic Life Center
Reports to: House Supervisor, Villa Maria Catholic Life Center
FLSA Status: Part-Time
Prepared Date: July 2021 Revised:

Summary

This position assists with the preparation, cooking and serving of meals for small and large groups at the center. The cook/server is responsible for cleaning kitchen equipment and utensils, the dining room, and the buffet equipment after a service. The position also assists in keeping the kitchen clean, organized and prepped for the next service.

Essential Duties & Responsibilities

- 1) Weighs, measures, mixes and cooks food according to recipes to prepare menu items.
- 2) Takes inventory of supplies on hand and communicates supply needs to appropriate personnel.
- 3) Follows planned meal schedule in cooking and baking to ensure meals are prepared and ready to serve at the appropriate time. Appliances utilized to prepare meals are grill, broiler, deep fryer, microwave, oven, stove or toaster.
- 4) Cleans and sanitizes all food preparation equipment and ensures that it is kept in safe and operable condition.
- 5) Works in a team-oriented environment to produce foods in a timely and orderly fashion.
- 6) Ensures all food is presented in a neat and appetizing manner.
- 7) Sets dining tables for the meal. Prepares buffet table and sets up menu items on the table or in hot/cold servers.
- 8) Presents a professional image and demeanor when working with the public.
- 9) Clears and cleans tables at the end of the meal period. Cleans kitchen, dishes and utensils used at the end of every meal. Empties trash containers.
- 10) Other duties as assigned.

Required Skills, Knowledge and Characteristics

- High school diploma or GED. Willing to get certification with Illinois Department of Public Health.
- Willingness to serve and learn new skills.
- Basic communication skills (read, write, speak, and understand English)
- Ability to perform manual labor (up to 50 lbs)
- Able to stand for long periods of time and move around at a brisk pace
- Knowledge of materials and practices of volume food preparation
- Sanitary methods used in food preparation and related activities
- Work cooperatively with other employees and the general public

Job Description: Cook/Server, Villa Maria Catholic Life Center

Physical Demands:

- Make continuous or repetitive arm-hand movements, such as slicing or chopping food.
- Bend or stoop repeatedly, over time, such as removing items from stove, oven, or refrigerator.
- Clean work area and equipment using broom, mop, sponge, cleaning solution or other appropriate tool or material.
- Move objects between 25 and 50 pounds short distances.
- Remain in a standing position for extended periods of time.
- Work safely without presenting a direct threat to themselves or others.
- May be exposed to food dust or particles. May be required to wear food service gloves.

To Apply:

Please email resume and/or completed [application](#) to hr@dio.org or send to:

Diocese of Springfield in Illinois

Office for Human Resources

Attn: Erin Danaher

1615 West Washington

Springfield, IL 62702