

**Job Posting Form  
(Diocese of Buffalo Positions)**

Date Posted: 4/23/2019

Send completed application to: Catherine Kwiatkowski  
Diocese of Buffalo  
795 Main Street  
Buffalo, NY 14203  
E-mail: [ckwiatkowski@buffalodiocese.org](mailto:ckwiatkowski@buffalodiocese.org)

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 15 Full-Time:

Job Title of Open Position: Part Time Cook – Float

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Diocese of Buffalo Department Retirement Residences

Location Address: 10 Rosary Ave. Lackawanna, NY 14218 68 Cowing St. Depew, NY 14043  
69 O'Hara Rd. Tonawanda, NY 14150

Employer Website: www.buffalodiocese.org

**Brief Job Description**

Prepare and serve meals, set up and clean up the dining room. Must be willing to go to multiple locations/different residences as needed.

**Qualifications: Required Education/Experience** - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- Minimum: high school diploma
- Preferred: associates degree in culinary or food service
- Experience: two years satisfactory experience in cafeteria or restaurant
- Must have reliable transportation that will transport to all retirement residences.

**Desired Skills**

- Extensive knowledge of food preparation
- Prepares and cooks a variety of foods
- Plan meals
- Ability to work independently as well as in conjunction with other staff members
- Flexibility with work schedule and locations.

How to Apply: By Mail  E-Mail  as above. **Applications are accepted until this position is filled.**