

Date Posted: March 4, 2021

Send resume to: Bishop Head Residence
Attn: Deacon Daniel Golinski
10 Rosary Ave.
Lackawanna, NY 14218
Dgolinski2@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 15 hrs./wk.

Job Title of Open Position: Cook (weekends)

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

Employer: Bishop Head Residence Department _____

Location Address: 10 Rosary Ave. Lackawanna 14218

Employer website: www.buffalodiocese.org

Brief Job Description

The Cook plans and provides healthy and prepared meals to the residents of the Bishop Head Residence. This is strictly a weekend position, working Saturday and Sundays.

Essential Duties & Responsibilities

- Prepare and serve meals
- Set up and clean up the dining room
- Keep kitchen and pantry clean including the stove, refrigerators, freezer, microwave, utensils equipment, cupboards, countertops, and floors
- Dispose of trash in the appropriate manner
- Be sure food is used in a timely manner to avoid waste
- Plan meals
- Provide for medical dietary needs
- Transports food and supplies to kitchen and store(s) in proper place.
- Prepares and cooks a variety of foods.
- Washes and prepares ingredients for cooking.
- Assist in proper sanitation in kitchen area including but not limited to proper removal of trash, recycling, grease and food waste, sweeping, moping, cleaning, dishwashing, and other tasks.
- Cleans and sanitizes kitchen and serving area.
- Prepares serving area for breakfast and lunch items.
- Uses all kitchen equipment with care and proper safety precautions.
- Maintains a clean, orderly, well organized kitchen and serving area.
- Informs the Administrator when supplies are needed.

- Maintain an atmosphere of service and cooperation with staff, administrator, vendors and priests.
- Assist in the receiving, rotation, stocking and production of food following menu provided,
- Maintain food storage in accordance with Hazardous Analysis Critical Control Plan (“HACCP”) and Health Department regulations.
- Consistently complies with all policies and procedures.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, community and outside organizations.
- Performs all duties and responsibilities as assigned.

Qualifications: Required Education/Experience

- High school diploma or GED required; Associate’s Degree in Culinary Arts or Food Service is preferred
- Ten hour course on Health and Sanitation
- Minimum two (2) years’ experience in the restaurant industry or in a cafeteria
- Excellent interpersonal, communication, and time management skills required
- Extensive knowledge of food preparation
- Familiarity with Department of Health rules and regulations
- Courteous and tactful
- Knowledge of cleaning methods and skill in cleaning kitchen equipment and facilities
- Ability to operate a dishwasher and other related machines
- Ability to work independently as well as in conjunction with other staff members and members of the team.
- Ability to live and transmit the Catholic Faith

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How to Apply: By Mail E-Mail Fax as above