



## **Cook – Part Time JOB POSTING**

**POSITION:**

Cook - Part- Time

**DEPARTMENT:**

Dining Department

**REPORTS TO:**

Executive Chef

**CLASSIFICATION:**

Biweekly – Part-Time

**JOB SUMMARY:**

Prepares foods/beverages and maintains food service sanitation.

**MAJOR JOB RESPONSIBILITIES:**

1. Assists in the preparation of food according to daily menu and/or grill requests.
2. Assures compliance with all applicable sanitation and safety laws, regulations and procedures pertaining to the storage, preparation, and serving of foods; utensils, dishware and table service.
3. Preps food for catering and next day menu items as needed.
4. Properly dates open food containers. Maintains fresh and safe food practices and discards outdated food items. Documents outdated food items as a removal from inventory.
5. Maintains good food service sanitation practices; keeps work areas neat and free from hazards.
6. Performs cleaning tasks as assigned; tends and loads dishwashing machine as required
7. Maintains proper temperature of cold and hot food items.
8. Follows standardized recipes for menu items as directed by executive chef.
9. Attends departmental staff meetings and scheduled in-service meetings as requested.
10. Other tasks as requested or assigned.

**MATERIALS AND EQUIPMENT USED:**

Kitchen equipment and utensils, carts, food service equipment; other materials and equipment necessary to the completion of job responsibilities.

**MINIMUM QUALIFICATIONS PREFERRED:**

**Education and Experience**

High School diploma/GED preferred. Three years' experience as Cook in a restaurant or dining room setting.

**Licenses and Certifications** None



### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of food preparation practices and sanitation procedures, and the ability to prepare meals by following an established menu.
- Knowledge of kitchen procedures, and the ability to work alone or in a team to accomplish meal preparation, sanitation and orderliness of operation.
- Ability to prepare foods to result in the highest quality presentation to the consumer.
- Knowledge of student rights and the ability to respond to each student with empathy and respect.
- Knowledge of policies, procedures, philosophies, rules and regulations governing the delivery of services to consumers.
- Ability to communicate clearly, and effectively, both orally and in writing.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, other departments and consumers.
- Ability to deal courteously and diplomatically with consumers.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Ability to see clearly generally and with close vision; ability to perceive colors; ability to hear in normal conversation and when using the telephone; ability to see normal printed and written data; ability to speak clearly and be understood; ability to speak English clearly and be understood; ability to handle small objects and utensils; ability to handle and move larger objects such as carts, chairs, tables.

### **CONTACT:**

To apply, please electronically submit your resume along with a letter of interest to:

Yolanda Peterson

Human Resources Coordinator

[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)

### **ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal



and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.