

Cook and Kitchen/Dining Room Staff Person Incarnate Word Convent

3400 Bradford Street Houston, TX 77025

Summary:

Opening for responsible Cook-Kitchen/Dining Room Staff Person

- < P/T (Weekends): perhaps Sat/Sun – could be Fri/Sat or Sun/Mon
 - < Hours: predominantly 11:00 AM-7:00 PM
 - < At least once a month, however: 6:00 AM-2:00 PM
- < Plus (ideally) “PRN”– ‘as needed’ M-F, (such as 3:00 PM-7:00 PM) to cover regular employee who may need to be off due to illness or vacation
- < Start Date: 8/12/21 (for training); able to be on-the-job by 8/21/21
- < Location:
 - < Vicinity of Holcombe Blvd. & Buffalo Speedway
 - < Just west of St. Vincent de Paul Church
- < Must be *fully* vaccinated and *fluent* in English

Education/Experience:

- < High School graduate or GED recipient
- < No *formal professional experience* necessary, per se; however must enjoy and be adept at cooking and
 - < Be a very dependable person with a commendable work ethic.
 - < Be willing/able to prepare (**alone**) and present tasty, nutritious and appealing meals (breakfast/dinner/supper) **for up to 25 persons**.
 - < Be willing/able to prepare, as necessary, meals as specified by our Medical Director for Sisters receiving care in our Infirmary.
 - < Be of a basic temperament able to work well with others.
 - < Be physically able/willing to handle the various cleaning, stocking, and organizing duties in the Kitchen/Dining area, including the pantry, cooler and freezer.

Contact information to send resume:

- < Contact: Sister Mary Margaret Rosberg, C.V.I.,
 - < mmrosberg@incarnatewod.org
 - < 713/668-0423 (please leave message at Ext. 104 if she is not available)