

Dunrovin Staff Cook Job Description

Title of Job	Staff Cook
Department	Guest Services
Supervisor	Kitchen Manager
Hours	Part-time; averages 17 hours per week (generally 10–27 hours/week, depending on retreat schedules and seasonal needs), primarily weekday evenings and weekend evenings

Position Description

The Staff Cook provides hospitality in the form of meals for Dunrovin guests and occasionally staff. This position supports Dunrovin's mission by preparing quality meals, maintaining a clean and well-run kitchen, and contributing to a welcoming retreat environment.

Job Expectations

As a center of hospitality, the Dunrovin employee will offer a warm, courteous welcome to all who come. The employee will strive to communicate respectfully with staff members and guests, maintain an atmosphere of Christian peace, follow procedures and policies as outlined in the Dunrovin Employee Handbook, work efficiently, and maintain an approved schedule of hours.

Primary Objective: Promote hospitality to guests

- Prepare and serve delicious, nutritious, and attractive meals
- Assist with menu preparation as needed
- Respond helpfully to guest non-food needs when possible

Primary Objective: Promote the safety and health of guests and staff

- Maintain a clean cooking, serving, dining, and food storage environment in compliance with State of Minnesota requirements
- Wash dishes and clean kitchen equipment and surfaces
- Clean serving and dining tables
- Sweep and mop kitchen and dining room floors as needed
- Remove garbage, recycling, and compost from kitchen and dining areas
- Observe and communicate safety, maintenance, or repair concerns promptly

Primary Objective: Promote work as a staff team member

- Communicate with staff regarding guest needs, menu plans, food needs, repairs, and schedules
- Attend food service staff meetings and all staff meetings as requested
- Meet with and be accountable to supervisor

Job Requirements

- Demonstrate basic to strong cooking and kitchen skills
- Offer kind and attentive hospitality to guests
- Show reliability, flexibility, and good judgment
- Maintain strong cleanliness and organizational habits
- Communicate respectfully with co-workers and guests
- Be capable of lifting and carrying up to fifty pounds
- Be willing to learn and adapt to the changing needs of retreat hospitality

- Maintain a required food-handler or kitchen certification or be willing to obtain one as directed by supervisor

Disclaimer

This job description is intended to convey information essential to understanding the general nature and level of work performed in this position. It is not intended to be an exhaustive list of qualifications or duties, and the employee may be asked by the supervisor to perform additional responsibilities as needed.

Employee signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____