DUNROVIN
CHRISTIAN BROTHERS RETREAT CENTER

Job Title: Staff Cook
Department: Guest Services - Kitchen
Supervisor: Staff Cook
Schedule: Part-time; 10-25 hours/week

Position Overview: The Staff Cook promotes the success of Dunrovin's mission by meals for Dunrovin guests and occasionally staff, maintaining a clean and well-run kitchen, and offering a kind welcome to all.

Workplace Culture & Expectations
As a center for hospitality, the Dunrovin employee will offer a warm, courteous welcome for all; will communicate respectfully, maintaining an atmosphere of Christian peace; be open to Lasallian formation; follow policies and procedures outlined in the Employee Handbook; maintain an approved schedule; promote unity and collaboration within the staff team; and strive for efficiency and professionalism in all tasks.

Primary Responsibility: Promote hospitality to guests
- Prepare and serve delicious, nutritious, and attractive meals in a timely manner.
- Assist with menu preparation as needed.
- Respond helpfully to guest non-food needs when possible.

Primary Responsibility: 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.
- Remove garbage, recycling, and compost from kitchen and dining areas.
- Observe and communicate safety, maintenance, or repair concerns promptly.

Primary Responsibility: 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 overall staff meeting as requested.
- Meet with and be accountable to supervisor.

Qualifications & Requirements
- Commitment to the mission and values of Dunrovin, with a desire to give excellent other-centered service.
- 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 certification as directed by supervisor.
- Maintain a Virtus child-safety certification or the equivalent.

Disclaimer: This description of tasks is intended to convey information essential to understanding the general nature and level of duties expected within this position. It is not intended to be an exhaustive list of qualifications or duties associated with the position, and the employee may be asked by the supervisor to perform additional responsibilities.

Employee Signature	Date
Supervisor Signature	Date