

Full-time Cook

Our Lady of Fatima Retreat House

Our Lady of Fatima Retreat House is seeking a Full-time Cook at our northeast Indianapolis office. This is an onsite role.

The full-time Cook is responsible for assisting the Food Service Manager in providing and arranging for all food service needs at Our Lady of Fatima Retreat House.

Responsibilities:

- The full-time Cook will assist in preparing and presenting Fatima meals and refreshments through the Five P's of Professional Cooking: planning, preparation, presentation, passion and pride; perform scheduled cleaning of kitchen machinery as needed; collaborate with the Food Service Manager in meal and refreshment planning and service for guests; collaborate with kitchen staff and volunteers to ensure efficient and timely service; maintain cleanliness and maintenance of kitchen, snack areas and dining room facilities, particularly meeting health code requirements; perform other duties as requested to contribute to the effectiveness of Our Lady of Fatima Retreat House.

Knowledge, Skills, and Abilities:

- Willingness to foster the Church's mission.
- Knowledge of food planning and preparation.
- Proficiency in basic cooking techniques.
- Knowledge of food safety and hygiene standards
- Strong verbal and written communication skills.
- Well-developed interpersonal skills.
- Excellent organizational skills and ability to prioritize responsibilities.
- Must have transportation and a telephone.

Education, Training and Experience

- A high school graduate or its equivalent is required.
- At least one year of catering and/or food service experience is required.
- Ability to multi-task.
- Ability to operate standard kitchen equipment safely and efficiently.
- Must be able to understand and to comply with the Archdiocese of Indianapolis Child Safety Training.
- Background screening is required.

Work Life Balance and Professional Growth

- Strong emphasis on work-life balance.
- Support and provide opportunities for continuing professional development.

Benefits

Full-time employees may participate in a benefits program that includes:

- Comprehensive Health plan
- Paid Parental Leave
- Employer contributed HAS for medical plan participants
- FSA and Dependent Care FSA
- Dental Insurance
- Paid Vacation, Sick, and Personal Days
- Life and Disability Insurance
- 403(b) matching

Please send resume and cover letter in confidence to: twedge@archindy.org