

Schoenstatt Sisters of Mary

www.schoenstatt-wisconsin.us

Job Title: Retreat Center Cook

Location: Schoenstatt Retreat Center
W284 N698 Cherry Lane
Waukesha, WI 53188
(262) 522-4300

Job Type: Full Time

Potential Start Date: October 4, 2021

Starting Salary: \$15/hour (increases commensurate with experience)

Position Summary:

- Planning menus, ordering food and supplies
- Preparing, presenting, and serving food for groups of 15 to 150+
- Cleaning kitchen and work areas
- Flexible Schedule, including weekends

Essential Duties and Responsibilities:

- Professional and courteous attitude toward Sisters, guests, and volunteer helpers
- Preparing a balanced menu to be approved
- Ordering food, working within a budget
- Cooking according to a time-schedule, following recipes
- Serving food generally cafeteria style, at times also family style or by plate on occasion
- Preparing snacks and beverages for groups
- Organizing and cleaning work area, including countertops, shelves, cabinets, floors, fridge, freezer
- Helping with dishwashing as needed

Qualifications:

- It is important for the applicant to have a strong understanding and respect for the Catholic faith.
- Minimum age: 21 years old
- Ability to work independently as well as collaboratively in a team
- Excellent time management and organizational skills
- Basic math and reading skills, language skills are a plus, esp. Spanish or German
- At least one year experience in cooking professionally – catering experience preferred
- Minimum 2-years college or equivalent

If interested:

- Send a resume and cover letter to Sister M. Catherine Ditto: srcatherine@schrsmary.org