

Part-time Cook

Our Lady of Fatima Retreat House

Our Lady of Fatima Retreat House is seeking a [Part-time Cook](#) at our northeast Indianapolis office. This is an [onsite role](#).

The [part-time Cook](#) is responsible for assisting the Food Service Manager in providing and arranging for all food service needs at Fatima Retreat House.

Responsibilities:

- The [part-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 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 required.](#)

Work Life Balance and Professional Growth

- Strong emphasis on work-life balance.
- Support and provide opportunities for continuing professional development
- [Modify / delete the above as applies](#)

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