

# ***OBLATE SERVICE CORPORATION***

## ***Oblate Madonna Residence***

5722 Blanco Rd. San Antonio, TX 78216  
Ph: (210) 341-2350

### **JOB OPENING**

The Oblate Service Corporation is seeking applicants for a **Cook** position at the **Oblate Madonna Residence**. Many of the residents are independent or semi-independent. The Oblate Madonna Residence is inspired by the compassion and love of Jesus Christ ministering among the sick and needy. The staff focuses on one priority: providing the absolute best for faith-filled, personal, professional, and holistic care for every resident.

**POSITION:** **Cook**

**POSITION STATUS:** Full-time, Non-Exempt

**SUMMARY:** The Cook assists with the preparation of food to be served at Madonna Residence complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. Is also responsible for appropriate use of facility supplies, orders supplies and keeps production records. Prepares food to be served using established production procedures and systems; determines amount and type of food and supplies required and ensures availability of supplies and food. Sets steam table; serves or ensures proper serving of food for tray line or dining room. Complies with established sanitation standards, personal hygiene, and health standards. Observes proper food preparation and handling techniques. Stores food properly and safely, marking the date and item. Reports necessary equipment repair and maintenance to supervisor. Correctly prepares all food served following standard recipes and special diet orders. Assists with food production to coordinate with meal serving hours so that excellence, quality, temperature, and appearance of food are preserved. Makes grocery lists and orders items on list from authorized vendors on a weekly basis. Always keeps work area neat and clean; cleans and maintains equipment, storerooms, freezer, and cooler used in food preparation. Completes food temperature checks before service. Washes dishes, helps in dining room, and takes out trash. Reports any damages or malfunctions to the Manager. Performs other duties as assigned by the Manager.

**WORK HOURS:** Rotating schedule including weekends and holiday: 40 hrs. per week

**EDUCATION/SKILLS:** High school diploma or GED, required. 1 year food service experience required. Knowledge of proper food handling procedures tools and equipment used, required. Knowledge of proper food preparation, handling and storing techniques required. Knowledge of kitchen safety procedures and cleaning chemicals required. Strong Collaboration and communication skills, required. Customer/client focus required. Excellent time management skills required. Flexibility, required. Stress management and composure skills, required. ServeSafe certification, required. Able to understand, speak and write in English, required.

**JOB CLOSING DATE:** Until Filled

Qualified candidates should send their resume to: [mvaldez@omiusa.org](mailto:mvaldez@omiusa.org).

*Employee referrals are welcomed.*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*