**Spiritual Renewal Center (SRC) Cook/Kitchen Assistant**

The SRC Cook/Kitchen Assistant is responsible for preparing and serving meals while following established recipes, washing dishes, and maintaining the cleanliness of the building during and at the conclusion of the retreats. The SRC Cook/Kitchen Assistant will prepare ingredients, adhering to the menu and follow food, health, and safety procedures. They will prep and serve food as scheduled, while ensuring timely delivery of food to retreatants in a fast-paced environment, maintain and clean equipment following an established cleaning schedule.

- Responsible for preparing, cooking and serving nutritious meals and snacks according to food, health and safety standards and ensuring dietary restrictions as needed.
- Proper preparation of ingredients and food during the shift; washing vegetables, chopping, seasoning meat, etc.
- Proper preparation of convection ovens, braising pans, deep fryers, grill and gas ovens/burners.
- Maintain an orderly and efficient kitchen work space per guidelines set by the Center and other protocols as necessary.
- Maintain an inventory of kitchen supplies, food that includes expiration dates and quantity, and other related kitchen items.
- Assist with placing food deliveries in proper storage area, keep kitchen clean and stocked as needed for upcoming retreats and/or events.
- Preparation of menu for retreats and/or events based on current inventory to ensure cost effectiveness.
- Ensure proper sanitizing and cleaning of work stations, utensils, cooking equipment and all kitchen areas.

**QUALIFICATIONS AND SKILLS**

- Required High School Diploma or equivalent.
- Previous experience as a cook, assistant cook, waiter or other relevant work experience.
- Must be able to communicate in English (speak, read, and write).
- Current Food Handlers Certificate (if not, training/certification will be completed upon hire).
- Knowledge of working with convection ovens, braising pans, deep fryers, grill and gas ovens/burners.
- Ability to work early mornings, evenings and weekends is required and must have adequate, available and reliable transportation.
- Must possess the ability to work well independently as well as part of a team.
- Possess superior leadership, administrative, and organizational skills and a pleasant personality.

**HOW TO APPLY (Documents will be accepted until position is filled)**

- Submit completed Diocese of Victoria Employment Application found at: [https://www.victoriadiocese.org/current-job-postings](https://www.victoriadiocese.org/current-job-postings). Résumé, with three (3) professional references and contact information to: **Melissa Salinas, Director of Human Resources**, by:
  - Email: msalinas@victoriadiocese.org & dovhumanresources@gmail.com
  - Mail: P.O. Box 4070, Victoria, TX 77903
  - In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901
  - For Questions: (361) 827-7177

Applicant must clear Texas/National Background Check, Fingerprint and Driving Check in order to be considered.