



# THE BENEDICTINE SISTERS

ST. JOSEPH MONASTERY | TULSA, OK

St Joseph Monastery is looking for a full-time employee to manage the monastery kitchen and cook lunch and supper in a home setting. A good candidate for this job is a person who enjoys cooking and can work from a prepared menu and follow recipes while keeping the kitchen clean and in order. Work hours are 9:30 a.m. to 6:00 p.m. Monday through Friday.

## Qualifications

- Must have prior experience as a cook.
- Must be skilled in operating kitchen equipment
- Must be skilled in various cooking techniques
- Must know and follow sanitation procedures
- Must exhibit teamwork and communication skills
- Must showcase great organizational skills
- Must be able to multitask and act quickly
- Must be able to stand/walk for long periods of time
- Must be able to lift minimum of 25 pounds
- Must carry at least a high school diploma or GED

## Responsibilities

- Preparing workstations, cooking ingredients, and kitchen equipment for cooking
- Cooking and arranging food
- Maintaining a high standard of sanitation and safety in work areas
- Preparing cooking ingredients using various techniques
- Cooking food using various culinary techniques
- Communicate with nursing staff about meals.
- Avoid food waste and the efficient use of leftovers
- Proper labeling, dating, and storage of leftover food items
- Communicate promptly to the Facility Manager any issues with kitchen equipment or systems.
- Arranging food and ensuring appealing presentation
- Manage food storage, stock, and ingredient orders, help prepare shopping list.
- Complete weekly cleaning assignments as scheduled
- Communicate effectively with supervisor.

Benefits include health, dental/vision insurance, and retirement plan.

Send resume to [srjulia@montecassino.org](mailto:srjulia@montecassino.org) or contact at 918-746-4227