



JOB DESCRIPTION St. Anthony Shrine

Job Title: Temp Prep Cook

Department: Friary Kitchen

Reports to: Chef

FLSA Status: Temporary, part-time hourly, non-exempt employee

Prepared Date: July 13, 2021

Approved by: Kevin Kieley

SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the **Temp Prep Cook** to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine’s ministry has remained constant for 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 22 Masses per week, as well as the Sacrament of Reconciliation. The Shrine also has approximately 20 outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

The Kitchen’s goal is to provide high-quality food each day for the community at St. Anthony Shrine, made up of Friars of all ages. The Kitchen also provides catering and support for in-house events at St. Anthony Shrine. The Temp Prep Cook’s role is to support the Executive Chef and the Kitchen Cook in this work.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

The Kitchen follows State and Federal laws on work habits, including keeping the kitchen clean. The Kitchen intends to operate according to these laws. Members of the kitchen staff must follow the direction of the Executive Chef; he is in charge of making sure we are in compliance with the law.

The duties and responsibilities of the Temp Prep Cook shall include, but are not limited to the following:

Food Prep – Every Day:

1. Help the Executive Chef with the preparation of meals by chopping vegetables, making salads and putting together entrees, according to the Executive Chef's menu (only).
2. Prepare the sandwich unit with new cold cuts, fresh cut fruit. Rotate stock daily, with each use.
3. Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
4. Must be able to properly utilize a wide range of kitchen tools and utensils including knives, stove, oven, fryolator, deli-meat slicer and related equipment
5. Must properly follow menu plans and instructions from the Executive Chef, without changes or modifications.
6. Check the temperature of the freezer/refrigerator at the beginning and the end of each shift.

Cleaning – Every Day:

1. Leftover food must be stored properly. Leftovers are to be stored in designated containers and storage areas (to prevent spoilage). All containers must be dated and labeled.
2. All through the day, the Prep Cook must perform routine kitchen maintenance tasks such as cleaning work areas, equipment, and utensils.
3. At the beginning of each shift and after the noon and dinner meal, load dishes, glasses and tableware into dishwasher. Wash and sanitize all pots and pans.
4. Clean all stainless steel stoves every day. Sweep and clean the walk-in every day. Clean under the counters. Clean all appliances used that day.
5. The kitchen must be swept every night (including the buffet area).
6. Trash must be removed each day. Kitchen garbage containers should be cleaned as needed.
7. Boxes must be broken down daily, wrapped with twine and put into the freight elevator.
8. Sunday Cleaning - Every Sunday we do more extensive cleaning of the kitchen including sweeping and washing all floors in the kitchen/cold room and buffet room, washing and cleaning all appliances, washing all trash containers, cleaning the stove, cleaning under all counters. We do one additional major cleaning project each week.
9. Wednesdays - Clean Friars dining room, to include window sills, floors, tables, replace placemats and wipe down all condiments on centerpieces.
10. Wednesdays - Remove hood filters, soak in sinks overnight, clean machine on Thursday morning.

Food Deliveries and Stocking

1. Each week, receive and put all food orders away – this must be done as soon as the food arrives so it stays fresh and does not spoil. Food should be put away in the proper location (refrigerator, freezer, cupboards). Stock should be rotated so that oldest items are in the front.
2. You must immediately tell the Executive Chef when supplies are getting low or equipment is not working properly, making note on the kitchen clipboard.

Important Work Habits:

1. Personal phone calls – Personal phone calls should be limited and short during the day. Calls may be taken/made on a personal cell phone (not the Shrine phone or Chef's office phone).
2. You must let the Executive Chef know when you are leaving the kitchen area.
3. Members of the kitchen staff must be able to work in a kitchen environment (including sitting or standing for a long time, doing repetitive motions (stirring) with your arms for a long time)

4. From time to time, members of the kitchen staff are asked to work on Shrine Functions. This may require working early or late, some evenings and some holidays (including potential overtime, which must be agreed in advance with the Executive Chef, only). This is a required part of the job.
5. Members of the kitchen staff must be able to work well in a diverse group of Friars and Employees. Confidentiality must be maintained at all times.
6. Other duties – maybe be assigned by the Chef.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Bookkeeper to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.

REQUIRED QUALIFICATIONS

1. The Shrine operates in English. All members of the kitchen staff must speak and read English.
2. Strong communications and customer service skills.
3. Positive, flexible, and a team player.

ADDITIONAL REQUIREMENTS

1. Able to work early or late evenings, weekends and some holidays as needed.
2. Must be available via cell phone, email, text or home phone for emergencies.
3. Work well with a diverse group of employees, Friars, volunteers and vendors.
4. Be punctual and able to meet deadlines.
5. Maintain confidentiality.
6. Be flexible and demonstrate sound work ethics.
7. Be respectful, honest, trustworthy and possess cultural awareness/sensitivity.

EDUCATION AND/OR EXPERIENCE

High School Diploma - minimum

PHYSICAL DEMANDS

1. Lift heavy objects up to 30lbs
2. Bend, sit, stand, and reach for long periods of time.
3. Work with sharp objects (knives, scissors)

WORK ENVIRONMENT

Professional kitchen in a business/residential religious building: some duties in very warm temperatures and some duties in very cold temperatures.

HOURS

Averaging under 30 hours per week