MOUNT ANGEL ABBEY

Job Description

Job Title: Cook
Department: Culinary Operations
Reports To: Directors of Culinary Operations

Job Status: Full-time and Part-time shifts available
FLSA Status: Exempt
Physical Strength: Moderate

SUMMARY
The Cook position is responsible for preparing, cooking and presenting quality food presented for the Abbey Monastery, Seminary, Guesthouse, Brewery, retreats, conferences, meetings, and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

- Maintains the highest health and safety standards; uses Personal Protective Equipment as necessary and complies with building codes and all other regulations.
- Prepare, and oversee meal production for the Seminary, Monastery, Guesthouse, retreats, conferences, meetings, and special events.
- Ensure consistency in food quality, portioning, presentation, and recipe execution across all dining operations.
- Monitor food quality, labor efficiency, waste reduction, and kitchen productivity.
- Ensure proper food storage, labeling, rotation (FIFO), and inventory control.
- Maintain compliance with all food safety, sanitation, health department, and workplace safety regulations.
- Oversee the proper use, care, cleanliness, and preventative maintenance of kitchen equipment and facilities.
- Adapt menus and production to accommodate dietary restrictions and special meal requests.
- Assist with kitchen operations during meal service to ensure meals are prepared and served on time while maintaining the highest standards of quality and consistency.
- Frequently interacts with individuals both within and outside of organization.
- Perform other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

SUPERVISORY RESPONSIBILITIES

May direct the work of Monks, volunteers or work study students.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct and supervise employees in a manner conducive to full performance and high morale.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.

- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.

- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- An understanding of a Catholic Abbey and Seminary helpful.
- Must be available for weekend and/or evening work.
- Must be able to follow all food safety protocols and safety procedures, including use of approved Personal Protective Equipment.
- Must be able to pass criminal background and drug screenings.
- In order to provide our guests/residents/employees with a pleasant and healthy retreat/work/housing experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE
Must possess a minimum of a high school diploma or equivalent, preferred.

LANGUAGE SKILLS
Strong verbal and written skills.

MATHEMATICAL SKILLS
Solid basic math skills.

COMPUTER SKILLS
Computer skills using Microsoft office suite and internet.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Oregon driver's license with a clean driving record to be covered on Abbey auto insurance.
Food Handlers permit or ability to possess one in 30 days of employment.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 50 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT
Kitchen environment.

Recruiting Process

Applications will be reviewed weekly – Position is posted until filled
Required Materials: Submit to hr@mtangel.edu

Final candidates – onsite interviews
Reference and background verification for final candidate
Hourly:
$20.00 - $25.00 Depending on Experience

Contact Information:

Human Resources Department
Mount Angel Abbey
1 Abbey Drive
Saint Benedict, OR 97373
Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: Home - Mount Angel Abbey

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.