

# Position Posting

## USA Northeast Province of the Society of Jesus

**Position Title:** Dishwasher/Prep Cook  
**Employment Status:** Part-Time, no benefits  
**Facility Name:** Jogues Retreat House  
**Location:** Cornwall, NY  
**Reports to:** Executive Director Jogues Retreat

### Summary of Position:

The Jogues Retreat House, within the USA Northeast Province of the Society of Jesus (UNE) currently has an opening for a part-time Dishwasher/Prep Cook. This is a part-time position working Friday 5-8 pm; Saturday 11- 8 pm; Sunday 11-2 pm. The successful candidate will assist in food preparation and setting up the facility's dining room for meals for up to up to 25 guests. Applicants must be over the age of 18. There are no benefits associated with this position.

### Position Responsibilities:

- Clean work equipment, dishes, utensils, and work areas
- Clean dishes and utensils by using a high-speed dishwasher
- Assist in food preparation under the guidance and instructions from cook
- Assist cook by cutting, washing, peeling, and cutting required foods
- Serve food to customers in the facility dining room
- Stock supplies as needed
- Clean up dining room to include bussing dishes

### Experience and Qualifications:

Candidates with some prior restaurant experience preferred. Qualified candidates must have:

- Ability to pay attention to details and follow instructions from cooks/supervisor.
- Ability to integrate into a team; working as part of a team.
- Ability to use hands effectively to perform various tasks.
- High level of stamina: ability to work long hours on the feet.
- Knowledge of how the kitchen works – equipment, tools and utensils.
- Excellent learning skills; ability to keep eyes and ears open in order to learn.
- Ability to work effectively under pressure.
- Passion for food preparation.
- Must be able to lift up to 50 lbs. unassisted.
- A great deal of physical endurance to include standing, walking, and lifting most of the time.

**Competencies Required:**

Listening: Prep cooks need to be able to hear and understand specific instructions from the lead cook and their supervisor.

Manual Dexterity: Prep cooks will be using their hands to cut and chop food, as well as other tasks.

Stamina: Kitchen staff often work long hours on their feet over hot stoves and grills.

Teamwork: Prep cooks are part of a team, and in a stressful, fast-paced environment, being a team player and level-headed will help immensely.

**About UNE:**

The Society of Jesus, often referred to as “the Jesuits,” is a Roman Catholic order of priests and brothers founded in 1534 by the soldier-turned-priest Ignatius Loyola. The USA Northeast Province of the Society of Jesus (UNE), is a group within the Society of Jesus in the United States and is one part of the worldwide body of Jesuits. The USA Northeast Province spans eight states in our region: New York, northern New Jersey, Maine, New Hampshire, Vermont, Massachusetts, Rhode Island and Connecticut. Jesuits from the USA Northeast Province also serve in Jamaica, Jordan, Micronesia and elsewhere throughout the world. Our main office is in New York, NY.

**How to Apply:**

If you have a commitment to excellence and want to join our team of top caliber professionals, we invite you to submit a resume and cover letter to Fr. Hoag, S.J. Executive Director at [hoag.michael530@gmail.com](mailto:hoag.michael530@gmail.com) and put "Dishwasher/Prep Cook" in the subject line. Applications will be accepted through the end of June 2018. Candidates will be required to successfully complete a criminal background check. UNE is an equal opportunity employer.