

BUSINESS OFFICE



OBLATE SCHOOL OF THEOLOGY

JOB OPENING

POSITION:	Cook
POSITION STATUS:	Full-Time; Permanent
DEPARTMENT:	Food Services – ORC
JOB SUMMARY:	Ability to prepare meals according to menu; must be able to follow and convert recipes with little or no supervision; help maintain high standard of food preparation and service; maintain & promote high level of safety and sanitation; and assist in maintaining records of food, supplies, and equipment.
QUALITIES:	Excellent communication skills - verbal and written; proficient organizational skills; must be willing to work all areas of kitchen including but not limited to washing pots, pans, and dishes; able to lift up to 30 lbs.; and bilingual in English and Spanish is a plus.
EDUCATION:	An associates degree or certificate in related field is preferable. Two additional years of successful experience may be substituted for degree.
WORK HOURS:	40 Hours per week (hours may vary depending on events and must be open to work evenings, weekends, and holidays when necessary).
SALARY RANGE:	Commensurate with experience.
CLOSING DATE:	September 26, 2008

Please submit your resume to René Espinosa via fax at 210-341-6065 or email at respinosa@ost.edu or fill out an application at the main campus building, Monday through Friday between 9:00 AM and 4:00 PM.