Ss. Peter & Paul Retreat Center
Diocese of Columbus

Ss. Peter & Paul Retreat Center, located in Newark, of the Diocese of Columbus is searching for an individual to primarily perform housekeeping responsibilities but also to serve as a back-up Cook as needed.

Housekeeping Responsibilities:
1. Prepare dining room for meals, dish washing, mopping and performs cleanup after completion of meals.
2. Laundry – Towels, sheets, mattress covers and blankets. Fold and stock fresh towels and linen.
3. Prepare for new groups by re-supplying restrooms and showers.
4. Sweep, vacuum and mop hallways in chapel and private rooms, clean bathrooms, replace linens, dust, and clean glass doors.
5. Purchase items at store as needed.

Cook Responsibilities:
6. Plan various and well-balanced menus according to group needs and cost effectiveness.
7. Stores food in proper containers and environment for safe handling.
8. Routinely checks refrigeration controls and oven controls.
9. Prepare and serve meals based on variety of menu selections.
10. Clean food preparation area and service area after each meal.
11. Maintain floors and all kitchen utensils properly. Assist with dishes.

The ideal candidate should be self-motivated and take initiative and must have the ability to plan and meet deadlines. This position requires frequent movement about the facility to complete the essential job responsibilities. Cutlery training and a minimum of six months prior restaurant setting experience is preferred.

This is a part-time, 20 - 25 hours per week position. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course. Compensation is commensurate with candidate’s experience. Part-time benefits are available and are according to Diocesan policy.

Send resume, references and cover letter to Dominic Prunte, Director of HR, at dprunte@columbuscatholic.org.