



Posting Date: April 19, 2024

**Application Deadline: Until Filled**

<b>Position:</b> Cook	<b>FLSA Classification:</b> Non-Exempt
The Humanitarian Respite Shelter welcomes migrants released by the Department of Homeland Security where services of meals, shelter, showers, etc. are offered. The shelter is in need of a cook to ensure meals are prepared for breakfast, lunch and dinner. <b>MINIMUM REQUIREMENT: The COOK</b> shall plan, prepare and cook food items to ensure the highest quality service and meals for the guests. The cook will keep the kitchen organized and running efficiently. Ensure proper food handling, sanitation and follows food storage procedures. Must be able to work in varying temperature and environment. Be bilingual, speak, and read Spanish and English, be able to use good judgment.	
<b>Start Date:</b> Immediate	<b>Location:</b> Catholic Charities of Laredo
<b>Position Status:</b> Full-Time, 40 hours	<b>Work Schedule:</b> Mon- Friday 8 am– 5pm and weekends, flexible hours

**Position Summary: The COOK** coordinates with the shelter coordinator to prepare menus, order supplies, cook the meals, keep the kitchen organized and keep up with health department certifications and compliances.

**Key Responsibilities: Essential Duties, Functions and Responsibilities:**

- Prepare, plan and organize food
- Reports to and follows the coordinators instructions
- Prepare and cook meals following either recipes or instructions
- Flexibility to work several different stations and cooking appliances, stove, grill, roasters, etc.
- Keep the kitchen area and dining area clean
- Monitors and records temperatures of items for cold serving
- Communicate clearly with kitchen volunteers, aids, etc.

**Required Skills and Experience:**

- Communication skills both verbal and written
- Some computer skills
- Must have knowledge of quantity and quality cooking
- Follow the process to order food and other necessary items
- Teamwork Oriented
- Flexibility
- Be able to meet deadlines

**Additional Skills, Certification or License:**

Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation and food handling certificate.

**Physical Demands:** Work is performed usually indoor. Outdoor activities with exposure to warm, hot and cold climate. While performing the duties of this job, the employee is regularly required to walk; use hands to handle or feel; reach with hands and arms; and talk or hear.

**Disclaimer:** Possible exposure to communicable disease or illness.

\*\*\*\*\*

**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)  
For additional information, please contact:  
Office of Human Resources, Diocese of Laredo  
1901 Corpus Christi St. - Laredo, Texas 78043, (956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

*We are the Diocese of Laredo!*

The diocese reserves the right to revise, rescind or extend this job announcement