



Carpathia Club- Cook Job Description

Job Title:	Cook	Working Hours:	As needed for events (cultural, weddings, showers...)
Location:	Sterling Heights, MI	Travel Required:	None
Level/Salary Range:	\$17	Position Type:	Part Time
HR Contact:	Hall Manager	Date Posted:	9/10/2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	12/31/2021
Organization website:	www.carpathiaclub.com		

Applications Accepted By:

EMAIL:

carpathiaclub@comcast.net
Subject Line: Cook Position

MAIL:

Carpathia Club
38000 Utica Road
Sterling Heights, MI 48312

Job Description

OVERVIEW OF THE CARPATHIA CLUB

FROM CHOIR TO MORE

CARPATHIA CLUB IS A NOT-FOR-PROFIT CULTURAL ORGANIZATION ESTABLISHED IN 1913.

STARTED AS THE CARPATHIA CHOIR (CARPATHIA SINGING SOCIETY), THE CLUB HAS GROWN TO INCLUDE A VARIETY OF INTERESTS INCLUDING DANCE GROUPS, SOCCER, SPORTSMENS GROUP, BRASS MUSICIANS, GERMAN SCHOOL, LADIES GROUP, GROUPS FOR SENIORS - AND THE CLUB STILL HAS AN EXCELLENT CHOIR.

THE CARPATHIA CLUB ALSO HAS A ROBUST EVENT VENUE FOR WEDDINGS, SHOWERS, GRADUATION PARTIES, CORPORATE EVENTS AND MORE!

ROLE AND RESPONSIBILITIES

The Carpathia Cook, is responsible for all aspects of food ordering, food preparation and event meals. The Cook duties include ordering necessary food supplies for events, preparing food, cooking food and interfacing with Event Manager and Event Staff to serve food. Cook will learn cultural menu and prepare cultural dishes per historical recipes.

List of major duties

1. Plan, order, prep and prepare meals for events
2. Cultural events and cultural food requests will be prepare per historical recipes
3. Direct Event Manager and Event Staff in safe food preparation and service
4. Provide feedback to Hall Manager/Event Manager, Board and Members
5. Other duties as requested by Hall/Event Manager

Carpathia Club- Event Manager

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or equivalent
Management skills
Safe food preparation certificate (for State of Michigan)
Culinary School Certificate

PREFERRED SKILLS

Excellent communication skills
Emotional intelligence
Knowledge of food service and event management

ADDITIONAL NOTES

Reviewed By:	Carpathia Management Team	Date:	9/10/2021
Approved By:	Rob Hanschu	Date:	9/10/2021
Last Updated By:	Rob Hanschu	Date/Time:	9/10/2021