



Istituto Figlie di Maria Ausiliatrice

Salesiane di Don Bosco

Mary Immaculate Province - SUO
FMA Provincial House - San Antonio, TX

Job Title: Full-Time Cook

Location: Salesian Sisters Provincial House (6019 Buena Vista St., San Antonio, TX 78237)

Hours: 40 hours per week

Compensation: \$15.00 per hour with full medical and dental insurance, paid holidays, and paid time off

About the Salesian Sisters

The Salesian Sisters of St. John Bosco are a Catholic religious congregation devoted to serving young people, families, and communities through education, faith formation, and compassionate service.

Job Overview

The Salesian Sisters Provincial House is seeking a dependable and caring full-time Cook to provide daily meals for approximately 35 Sisters who live in residence. The Cook prepares nutritious, balanced, and appealing meals while helping to foster a warm, community-oriented dining environment. This role also ensures that the kitchen and dining areas remain clean, orderly, and compliant with food safety guidelines.

Responsibilities

- Prepare breakfast and lunch on weekdays, accommodating dietary needs and preferences.
- Maintain a clean, safe, and organized kitchen, pantry, and dining area.
- Store food properly and monitor inventory of ingredients and supplies.
- Assist with meal planning and grocery lists in collaboration with the Community Treasurer.
- Follow proper food safety and sanitation procedures during preparation, serving, and storage.
- Handle clean-up duties such as dishwashing and wiping counters
- Occasionally prepare meals for special celebrations or visiting guests.
- Report any equipment or supply needs to the Community Treasurer.

To apply, please email Sr. Diep Pham, FMA, at ph.eco@salesiansisterswest.org

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.