

**Job Title: Part-time Kitchen Steward**

**Duration: Six months with possibility of extension**

**VACANCY**

In 1972, at the request of Pope Paul VI, the late Rev. Theodore Hesburgh, C.S.C., President of the University of Notre Dame opened an international site for ecumenical research and pastoral studies. Situated on the sovereign land of the Vatican, and situated between the historic cities of Jerusalem and Bethlehem, this site currently houses the University of Notre Dame at Tantur that facilitates the work of Tantur Ecumenical Institute (TEI) and the Jerusalem Global Gateway (JGG). Located on 36 acres of land, the 100,000 square-foot facility includes 50 bedrooms, ten apartments, multiple meeting spaces, a 70,000 volume library, a chapel, and large dining room. The Tantur Ecumenical Institute and the Jerusalem Global welcome students, scholars, educators, pastoral ministers for study rooted in the Catholic faith.

For more information about the institute, please visit [www.tantur.org](http://www.tantur.org)

**Specific Expectations:** The primary purpose of the position is ensuring the kitchen is clean, well maintained and organized at all times. The part-time Kitchen Steward will maintain a proper level of clean inventory with a high standard of cleanliness.

**Job summary:**

Under the guidance and direct supervision of the Head Chef, the part-time Kitchen Steward will be performing the following duties:

* Meal set-up and clean-up;
* Ensure the cleanliness of the kitchen;
* Ensure all equipment is clean and in good working order;
* Preparing and serving coffee for groups and workshops as needed;
* Clean, sanitize and close workstations;
* Dispose of waste;
* Assist kitchen staff when needed;
* Perform other related duties as necessary.

**We are looking for a candidate who is:**

* Able to work days, evenings and/or weekends
* Clean, with good hygiene habits
* Communicates effectively
* Multi-tasks efficiently
* Organized, accurate and reliable
* Prioritizes and works efficiently with limited supervision
* Positive and upbeat attitude
* Recognizes and resolves problems quickly and efficiently
* Works in a team environment.

**Academic Requirements and Experience**

* Academic Requirements: Primary school degree.
* Experience: At least two years of related work experience.
* Language: Fluency in oral and written Arabic and English working knowledge. Hebrew is an asset.

Applicants should display the willingness to work in a diverse, faith-based work environment.

**Salary and Benefits**

The Kitchen Steward is a part-time contract position.

Applicants should display a willingness to work in a diverse, faith-based work environment that requires functioning both within an administrative structure and independently as needed.

Candidates are asked to submit a Cover Letter and CV via email to mark.mina.1@nd.edu by closing date for applications **10 October 2019**. Only those short-listed for the position will be contacted.

Please indicate to which position you are applying for in the email subject.