COOK/HOUSEKEEPER

Reporting to: Hospitality Manager

Location: Faber, Virginia

About the Monroe Institute

The Monroe Institute is a non-profit organization with a goal of achieving the global awakening of human consciousness. To achieve this goal, we offer self-taught online courses, fully guided week long online courses and weeklong residential courses in two facilities on our campus in Faber, Virginia, USA. In addition, we offer, over 100 off-campus programs throughout the U.S., Europe, Latin America and Asia. The Monroe Institute uses a sound technology called Monroe Sound Science that was founded on audio technologies created by Robert Monroe more than 40 years ago. The audio technology has evolved to include more than 50 different techniques to inspire unique experiences. MI also conducts research to prove the technology works and understand how it works. We are also in a significant growth phase as we launch the MI mobile application called Expand.

Job Summary:

The housekeeper/cook will work in the two residential training facilities on our campus in Faber, Virginia. Our residential courses are 5-days/6-nights, so it will require working on weekends. You will clean, sanitize, and maintain our guests’ rooms and common areas. This position will also complete meal preparation, cooking and cleaning. We strive for excellent customer service, and it is important that you are courteous, respectful and trustworthy.

Supervisory Responsibilities:

None

Cleaning Duties/Responsibilities:

- Performs cleaning duties in all guest areas and back of house
- Consistently offers professional, friendly, and engaging service
- Ensures housekeeping departmental standards are followed
- Responds timely to guests’ special requests for miscellaneous items like extra towels, etc.
- Maintains inventory of necessary supplies
- Reports necessary maintenance items
- Follows departmental policies and procedures
- Follows all safety and sanitation policies
- Assists other departments when needed to ensure optimum service to guests.
- Performs additional duties as needed
Cooking Duties/Responsibilities:

- Set up workstations with all needed ingredients and cooking equipment.
- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Prepare daily meals and snacks according to preset menus and recipes
- Ensure great presentation of food and beverages according the departmental standards
- Maintain a sanitized and orderly environment in the kitchen
- Ensure all food and other items are stored properly
- Check and verify quality of ingredients
- Monitor stock and notify Hospitality Manager when inventory is low

Required Skills/Abilities:

- Proven experience as cook
- Detail-oriented and thorough
- Sufficient ability to read, write, speak, understand, and communicate in English to complete work efficiently, effectively, and courteously
- Experience in using cutting tools, cookware, and bakeware
- Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
- Ability to follow all sanitation procedures
- Housekeeping experience a plus
- Ability to remain discreet and respect the privacy of residents, tenants, and/or guests.
- Ability to work in a team

Physical Requirements:

- Ability to withstand prolonged periods of standing, walking and frequently pulling, pushing, and bending
- Must be able to lift and carry up to 25 pounds

If you are interested in a position as listed above please send an email to careers@monroeinstitute.org along with a PDF of your resume including references. We will contact you if we are interested in setting up an interview with you.

Thank you for your interest!