

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Cook
<b>Department:</b>	Cafe
<b>Supervisor:</b>	Chef
<b>Employment Status:</b>	Regular Part-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	35 hours/week Tuesday-Saturday morning position with occasional evenings for special events
<b>Issue/Reissue Date:</b>	September 9, 2016

Honolulu Museum of Art (HoMA) strives to maintain a staff that works together to maintain its mission:

*To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.*

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

### **Job Summary:**

Under the supervision of Chef, supports the cafe kitchen operation with daily culinary work.

### **Minimum Qualifications:**

- High school diploma or equivalent.
- 2 years of prior experience working in a professional kitchen as a cook.
- Interest in culinary arts with a desire and willingness to learn.

### **Desired Qualifications:**

- Ability to take direction from a manager and to work cooperatively with other staff.
- Organized and detail oriented with the ability to handle multiple tasks and work calmly and efficiently under pressure.
- Flexible and agreeable in regards to duties assigned and work schedules given.
- Culinary student or recent graduate

### **Essential Duties:**

- Food preparation and cooking/plating during lunch service.
- Maintain kitchen work areas and cafe equipment in clean and orderly condition.
- Assist with special events and catering as needed.
- Additional duties as assigned.

### **Traits and characteristics:**

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and vision, mission and values.

### **Working Conditions and Atmosphere:**

This job operates in a kitchen environment. This role routinely uses sinks and dishwashers and tools to clean kitchen appliances. Employees in this role are frequently exposed to hot water, potentially slippery floors, garbage disposals and cleaning chemicals. Able to walk, stand, use stairs and climb a ladder,

bend, stoop, kneel and crouch. Must be able to use arms, hands and fingers to hold utensils, sharp knives, and heavy pots and pans. Must be able to pick up, hold, carry, and lift overhead up to 50 pounds. Must be able to reach outward and overhead. Noise level is usually normal to occasionally loud; ability to hear and listen, and speak clearly.

**Benefits:**

Full time and Regular Part time employees are eligible for a number of benefits. Hours are prorated for Regular Part time employees. Benefits listed below is subject to change at the discretion of the museum.

They include:

- Medical, Dental and Vision covered 100% by the Museum for employee at the base plan
- 3 weeks' vacation accrual during first year
- 4 weeks' vacation accrual during second year
- Sick accrual up to a maximum of 320 hours for FT employees
- 12 paid Holidays
- Museum Café and Shop discounts ranging from 10%-25%
- Free admission to HoMA, including Spalding House for employee and 1 guest
- Free admission to Art After Dark each month for employee and 1 guest
- Complimentary Doris Duke Theatre ticket for the employee during standard film screenings and live performances in person
- 20% Employee and immediate family discount for Art Classes (not including workshops)

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.