

Our Lady of the Angels Monastery in Hanceville Alabama

Job Description – Food Service Specialist

Work Group: Hospitality

Reports to: Hospitality Manager

Full or Part Time: Full Time

Paid Hourly or Salary: Hourly

FLSA: Non-Exempt

Schedule: Variable Sun - Sat

Job Summary

The Food Service Specialist provides for the culinary needs of approved guests of Our Lady of the Angels Monastery and the Shrine of the Most Blessed Sacrament. This position plans, prepares, and serves meals while maintaining a clean, safe, and organized food service environment. The Food Service Specialist works collaboratively to provide thoughtful hospitality consistent with the mission and values of OLAM and the Shrine. This position requires prolonged standing and work in a kitchen environment with exposure to heat, steam, hot surfaces, and sharp utensils.

Essential Duties

- Plans menus and food service based on guest schedules, dietary needs, inventory, and budget for guests of the Priest Retreat House, the OLAM Guest Houses/Extern Residence and for approved special events.
- Purchases food, beverages, snacks, pantry staples, and supplies; maintains appropriate inventory and minimizes waste. Also purchases groceries for the PCPA Nuns.
- Prepares and serves meals for approved guests and events; coordinates catered meals when appropriate.
- Safely receives, stores, labels, rotates, and disposes of food; follows established food safety, sanitation, hygiene, and allergen practices.
- Maintains clean, sanitary, and organized kitchens, equipment, food storage, and dining areas.
- Coordinates with Hospitality staff and other departments to anticipate guest needs and provide courteous, mission-centered service.

Other Duties

- Maintains required purchasing and expense documentation and monitors food-service spending.
- Reports equipment or safety concerns and completes required food-service and workplace-safety training.
- Performs other duties as assigned.

Knowledge & Skills Requirements

- Committed to upholding the mission of Our Lady of the Angels Monastery
- Experience in food preparation, catering, or hospitality; commercial kitchen experience preferred.
- Knowledge of safe food handling practices and willingness to complete required certifications.
- Service oriented attitude and the ability to work well with guests, caterers and other employees.
- Strong organizational skills and attention to detail, especially during busy service times.
- Flexibility to work weekends, holidays, and special event schedules.
- High School diploma or equivalent required.

Our Lady of the Angels Monastery is an Equal Opportunity Employer

10/9/2026