

BARCLAY COLLEGE

607 N. KINGMAN – HAVILAND, KANSAS 67059
(620) 862-5252

Job Posting: Weekend Cook

Position Posting: December 2025, until filled.

Job Title: Weekend Cook

Summary: Barclay College is seeking a Weekend Cook to become an integral part of its dynamic, close-knit community of faculty, staff, and students. The Weekend Cook is responsible for preparing and serving high-quality meals while managing kitchen personnel before, during, and after the evening meal service. This position plays a key leadership role in ensuring efficient operations, adherence to food safety standards, and an excellent dining experience for all guests.

Institution: Barclay College
Haviland, KS

About Barclay: Barclay College is a vibrant, evangelical institution that is grounded in the Evangelical Friends tradition and exists to “prepare students in a Bible-centered environment for effective Christian life, service, and leadership.”

Status: Non-Exempt, Part-Time (Hourly)

Work Schedule: Saturday and Sunday

Supervisor: Food Services Manager

Qualifications:

Education and Experience:

- High school diploma or equivalent preferred.
- Minimum of 1–2 years of cooking experience in a commercial kitchen or institutional food service setting preferred.
- Culinary training or certification preferred.

Responsibilities:

- Ensure dishes are prepared with consistency, quality, and proper preparation.
- Maintain cleanliness and organization of kitchen area, equipment, and utensils.
- Work collaboratively with kitchen staff and servers to ensure timely food service.

Skills and Abilities:

- Knowledge of food preparation, kitchen safety, and sanitation standards (ServSafe certification a plus).
- Knowledge of various cooking methods, ingredients, equipment, and procedures.
- Strong time-management skills.
- Ability to work efficiently in a fast-paced environment.
- Strong teamwork and communication skills.
- Ability to lift up to 50 lbs. and stand for extended periods.
- Flexible, dependable, and committed to excellent service.

Working Conditions

- Work is performed in a commercial kitchen environment.
- May involve exposure to heat, noise, and cleaning chemicals.
- Requires evening, weekend, or holiday shifts as needed.

Other:

- Clear, well-articulated Christian testimony and a vision for biblical higher education
- Agreement with Barclay College's Mission Statement, Statement of Faith, and other doctrinal statements adopted by the institution.
- Commitment to the mission, vision, and values of the college

Compensation and Benefits:

- Pay is commensurate with experience.
- Additional details may be provided during the interview process.

Interested applicants should email their interest in this position to:

Kay Unruh

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<https://www.barclaycollege.edu/about-barclay/employment/>