

**POSITION TITLE:** Kitchen Assistant  
**POSTING DATE:** January 12, 2023  
**ANTICIPATED START DATE:** ASAP  
**POSITION REPORTS TO:** Outdoor Education Center Food Service Manager  
**FLSA STATUS:** 30-40 hours/week, non-exempt  
**STARTING SALARY RANGE:** \$14/hour



## **ORGANIZATION AND POSITION SUMMARY**

The Glen Helen Outdoor Education Center's mission is to provide transformative learning experiences that engage learners in the practices of science; promote self-discovery and growth; cultivate community; and create a connection to our natural world.

The Kitchen Assistant supports the Chef in maintaining the high quality and level of service the Outdoor Education Center's food service is known for. We are looking for hardworking, positive, energetic people to join our team. We share the values of being inclusive, learning together, and communicating well in order to work together effectively. Glen Helen is an equal opportunity provider.

The Kitchen Assistant must be comfortable working in a kid-friendly, camp environment. The Kitchen Assistant will work under the guidance of the Chef with a range of responsibilities from food preparation and service, to cleaning and other general kitchen requirements, as well as maintaining food safety standards.

## **KEY RESPONSIBILITIES**

- Assists with food preparation, cooking and meal service; maintaining quality and timeliness
- Assists with dish washing and food service facilities cleaning in compliance with local health regulations
- Maintains positive and professional interactions with clients, campers, interns, vendors, and visitors

## **QUALIFICATIONS**

### *Required:*

- Applicants must be at least 18 years old
- Effective communication skills and ability to communicate clearly and diplomatically with a wide range of audiences
- Ability to work independently and with others with patience, flexibility, and the ability to react well under pressure
- Ability to use kitchen equipment safely and properly (with training)
- Demonstrate a respect and affinity for children
- Have the physical mobility and endurance for long periods of time standing
- Have the ability to work in a commercial kitchen environment which is sometimes loud and warm
- Applicants must submit to and pass a criminal background check (fingerprinted; FBI/BCI)

### *Preferred:*

- Experience in a commercial kitchen

## **HOURS**

We offer three meals a day - breakfast at 8am, lunch at 12pm, and dinner at 6pm - with a 3:30pm snack. The Kitchen Assistant position is full time, primarily second shift, or 11am - 7pm. The workday can vary depending on school or camper attendance, participation, and needs. Weekdays only, no weekends required. Fridays are typically off by 3p.

## **TO APPLY**

- Send cover letter, resume, and contact information for three references to:  
[foodservice@glenhelenassociation.org](mailto:foodservice@glenhelenassociation.org); or

Kitchen Assistant Search  
Glen Helen Association  
1075 State Route 343  
Yellow Springs, OH 45387