

# **Glen Helen Outdoor Education Center**

## **Kitchen Assistant**

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**Location:** Yellow Springs, Ohio  
**Start Date:** As Soon As Possible  
**Schedule:** Full-Time, Monday-Friday  
**Pay Rate:** \$14/hour

### **POSITION DESCRIPTION**

The Glen Helen Outdoor Education Center (OEC) hosts overnight programs to provide transformative learning experiences that engage students in the practices of sciences; promote self-discovery and growth; cultivate community; and create a connection to our natural world. The Kitchen Assistant supports the Food Service Manager 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 will work under the guidance of the Food Service Manager with a range of responsibilities from food preparation and service, to cleaning and other general kitchen requirements, maintaining food safety standards, and must be comfortable working in a kid-friendly environment.

### **PRIMARY RESPONSIBILITIES**

- Assists with food preparation, cooking and meal service as instructed by the Food Service manager
- Maintaining service quality and timeliness
- Assists with dish washing and food service facility cleaning in compliance with local health regulations
- Maintains positive and professional interactions with clients, campers, interns, vendors, and visitors
- Additional responsibilities, as required

### **HOURS**

- While this is a full-time position, workday hours can vary slightly.
- This position is scheduled primarily for the second shift (11:00a-7:00p).
- Kitchen staff are off by 3:00p on Fridays
- No weekend shifts will be required of any Kitchen staff

## 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
- Applicants must submit to and pass a criminal background check (to be provided)
- Applicants must successfully complete First Aid, CPR, and AED training (to be provided)

### *Preferred:*

- Experience in a commercial kitchen

## TO APPLY

Please send a resume, cover letter, and 3 references to Meigan Turner, Operations Manager, at [mturner@glenhelenassociation.org](mailto:mturner@glenhelenassociation.org) with the subject line 'Kitchen Assistant Application' (PDF format accepted). Or;

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