



POSITION TITLE: Kitchen Assistant (FT)
POSITION REPORTS TO: Kitchen Manager
POSITIONS THAT REPORT TO THIS POSITION: None
FLSA STATUS: Full-Time, non-exempt
PAY RATE: \$16/hour
START DATE: ASAP
END DATE: August 13, 2027 with the possibility of extension

ORGANIZATION SUMMARY:

A 501c3 nonprofit organization, the Glen Helen Association works to steward and strengthen Glen Helen nature preserve for present and future generations, safeguard the ecological, historical, and geological resources within its bounds, and utilize the preserve to offer life-shaping environmental learning to our students and visitors. The 1,125-acre preserve is home to the first overnight environmental learning facility in the Midwest, Ohio's original facility for education and rehabilitation of birds of prey, and a 15-mile trail system open to the public.

The Outdoor Education Center (OEC) welcomes all and fosters respect for the environment, provides science-based experiential learning, and supports character development through immersion in nature. The OEC runs four distinct programs: a Naturalist Teacher Internship, Outdoor School (an overnight, environmental science program during the school year), Eco-Camp (a summer camp program), and Educators' Week, a retreat-like conference for educators.

POSITION DESCRIPTION

The Kitchen Assistant supports the Kitchen Manager in maintaining the high quality and level of service the Outdoor Education Center's food service is known for. We share the values of being inclusive, learning together, and communicating well in order to work together effectively. The Kitchen Assistant will work under the guidance of the Kitchen Manager with a range of responsibilities from food preparation and service, cleaning and other general kitchen requirements, maintaining food safety standards, and must be comfortable working in a kid-friendly environment.

PRIMARY RESPONSIBILITIES

- Support the Kitchen Manager with planning and preparing nutritious meals and snacks for school and summer groups, staff meetings, and special events.
 - Ensure safe and efficient preparation and serving of camp meals in accordance with local and state regulations.
 - Accommodate dietary needs of students, teachers, and staff.
 - Maintain service quality and timeliness.

- Support the Food Service Manager in overseeing the food, kitchen inventory, equipment, and supplies.
 - Maintain organization in dining facilities, in food, and in equipment storage.
 - Order food and supplies consistent with menus and enrollment counts.
 - Maintain a written or digital inventory of food and food preparation supplies, for meals, intern snacks, and educational resources.
 - Keep foods date marked and dispose of food that is spoiled, unusable, and/or out of date.
- Assist in the routine maintenance, sanitation, and upkeep of the camp kitchen in accordance with local and state regulations.
 - Clean the food prep area, and consolidate leftovers at the conclusion of meals.
 - Clean items used in food preparation when kitchen staff is not present.
 - Maintain all food-service areas to high standards of cleanliness, sanitation, and safety, including kitchen, storage, freezers, and refrigerator units.

OTHER RESPONSIBILITIES

- Assists with Outdoor Education Center weekly housekeeping responsibilities
- Maintains positive and professional interactions with clients, campers, interns, vendors, and visitors
- Additional responsibilities, as required

SCHEDULE

- While this is a full-time position, workday hours can vary.
- This position is scheduled primarily for the second shift (10:30am-7:00pm).

QUALIFICATIONS

Required:

- Minimum-18 years of age.
- Must be patient, flexible and able to react well under pressure.
- Good communication skills; friendly and personable.
- Cooking experience in institutional or large food service settings, including vegetarian and vegan meals.
- Ability to use kitchen equipment safely and properly.
- Demonstrate a respect and affinity for children. Able to work independently and with others.
- Possess strong computer skills with ability to fluently use Microsoft Office products and Google Suite.
- Demonstrated understanding of and willingness to move towards sustainable food service when possible.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license
- BCI/FBI background check required

- ServSafe Food Manager (to be provided, if needed)
- First Aid/CPR/AED certified (to be provided)

PHYSICAL REQUIREMENTS:

- Physical mobility and ability to lift and carry 50 lbs and stand for long durations.
- Ability to communicate verbally and digitally with staff and the public.

BENEFITS:

- Individual Coverage Health Reimbursement Arrangement (ICHRA)
- Dental and Vision Plan
- Short Term Disability Insurance
- Paid time off per year including four weeks vacation, 1 week sick leave, and twelve paid holidays
- Individual Retirement Account (after 1 year of employment)
- Wellness Center Membership

TO APPLY:

Send an updated resume and contact information for three professional references to:
foodservice@glenhelen.org, subject line: Kitchen Assistant