

## Campus Cook

### Position Description



**Classification:** Full-time Non-Exempt (hourly) Employee

**Reports to:** Head Chef

**Job Duration:** Mid-May – Mid-September; dates will be mutually agreed upon

**Work Schedule:** 40 hours per week; overtime hours must be approved

#### Summary:

Denali Education Center is a non-profit organization and partner of the National Park Service. Our mission is to promote understanding and appreciation of Denali through informative and inspiring programs. Our 10-acre campus is home to 12 guest cabins, a combined classroom and dining hall, and a lecture hall. Typical group sizes range from 20 to 34 guests who stay with us for six nights and are provided with three meals per day. We operate residential programs in cooperation with educational groups and organizations, primarily Road Scholar. In addition, we offer youth programs, evening events, lectures, and community programs. Denali Education Center is a diverse organization with its roots firmly planted in the local community, and Denali National Park and Preserve.

Campus Cooks are responsible for assisting the head chef with kitchen operations including receiving inventory, preparation of group meals (including special meals for guests with dietary restrictions), washing dishes, ensuring a clean kitchen and workspace at all times, and other duties as assigned. This is a full-time seasonal position. Hours of work will vary, may be irregular, and will be determined by the head chef based on the needs of our guests.

#### Position Responsibilities:

- Prepare appropriate amounts of food on time for groups of up to 40 people
- Adhere to all to Alaska Department of Environmental Conservation regulations on food preparation and storage
- Maintain a clean, organized, and sanitary kitchen and dining room
- Assist with food service (preparation, service, and cleanup) at special events and meals in the Sheldon Center, or elsewhere on the campus, as needed
- Assist with DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection, using environmentally friendly products when possible, and helping to educate guests about DEC's efforts to recycle and compost, encouraging them to participate
- Other shifts and duties may be assigned to help ensure that all staff is familiar with campus resources, and DEC's suite of youth and adult programs

#### Qualifications:

- Two or more years of professional cooking and food preparation skills
- Ability to work independently, with little supervision
- Ability to lift 50 lbs. and stand for extended periods
- Must possess or have a willingness to obtain these current certifications: Alaska Food Worker Card, CPR, and First Aid Certification

- Eagerness to work as part of a team in a dynamic environment with a small staff
- Good judgment and initiative
- Ability to have fun and maintain a positive attitude during the fast-paced summer season

**Preferred Knowledge and Skills:**

- Valid driver's license, and a clean, insurable driving record
- 21 years or older is preferred

**Compensation:**

- Opening wage is \$19.00 per hour; negotiable depending upon experience
- Program tips are pooled and dispersed upon completion of the summer contract
- Private housing may be available for a nominal fee (\$200/month). Employee kitchen and shower facilities are shared and maintained with other employees

**Disclaimer:**

This Position Description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude the opportunity for modifications, providing reasonable accommodation.

**To Apply:** Qualified candidates should send a resume, letter of interest, and references to Program Director, Keith Reimink, at [keith@denali.org](mailto:keith@denali.org).