



Food Services and Bunkhouse Coordinator Position Description

GENERAL RESPONSIBILITIES:

Reporting directly to the Executive Director, the Food Service and Bunkhouse Coordinator is responsible for providing meals and lodging to program participants and guests at the Mt. Adams Institute Campus.

ESSENTIAL FUNCTIONS:

Under the general direction of the Executive Director, the Food Service and Bunkhouse Coordinator will:

1. Coordinate and monitor all aspects of food services for Mt. Adams Institute guests, including:
 - Communicating with groups/guests about group size, dietary needs and dates;
 - Develop a food menu for the duration of the stay
 - Preparing shopping lists
 - Purchasing food and other supplies
 - Scheduling and orienting kitchen support (cooks) as needed
 - Developing group chore rotations
 - Maintaining a clean & hygienic facility
 - Interfacing with the health department when needed
 - Maintaining compost, recycling and garbage systems
 - Developing and maintaining signage (for health, safety and efficiency systems)
2. Coordinate and support groups that are renting the facility, including:
 - Providing an orientation to the facility that explains how the facility operates, an overview of the kitchen and bunkhouses, rules and policies, and emergency procedures
 - Maintaining regular communication with the group while it is on the campus
 - Checking the group out of the facility at the end of its stay, including monitoring for clean bunkhouses and kitchen.
3. Maintaining bunkhouses and kitchen in a clean and hygienic state including:
 - Monitoring building for the safe operation (lights, smoke detectors, heaters, etc.)
 - Stock cleaning supplies
 - Cleaning (sweep, mop and dust) when necessary
 - Wipe down mattresses on the beds
 - Monitor for any maintenance needs
 - Maintain a clean landscape
4. Recruiting and Supervising temporary staff to assist with food and residential tasks.
5. Facilitate positive public relations and Mt. Adams Institute publicity.

OTHER FUNCTIONS:

1. Other duties as assigned

MINIMUM QUALIFICATIONS:

Preferred applicants must have an associate's degree with a bachelor's degree strongly preferred plus a minimum of 2-3 years of progressively responsible management expertise in a related field. Candidates should possess strong written and verbal skills with a demonstrated capacity to coordinate programs and build partnerships. Strong interpersonal skills and the ability to work independently and in a team setting are necessary. Must possess a current food handler's card. Must have prior experience preparing meals for groups of people.

PREFERRED QUALIFICATIONS:

1. Prior experience with AmeriCorps, military, service learning, education and/or public lands agencies.
2. Prior experience with working for or collaborating with institutions of higher education.
3. Demonstrated ability to utilize technology to communicate and build relationships with program participants and partners.
4. Working knowledge of computers, AV equipment and wireless devices

WORKING CONDITIONS:

1. Work may be in a variety of settings, including the outdoors or office environments
2. Work may be performed in a rural, residential setting, and involve activities and driving with exposure to extreme weather and temperatures
3. Must be able to stand on your feet for long periods of time (up to 8 hours)
4. Must be able to bend, squat and repeatedly lift items up to 45 pounds.

WORK LOCATION:

Trout Lake, Washington

EMPLOYMENT REQUIREMENTS:

1. Successful completion of a criminal records and fingerprint background check.

COMPENSATION:

This is an at-will position. Work schedule is intermittent and dependent on the needs of the organization. Hourly pay will be \$18.50. This position does qualify for reimbursement of position related expenses such as travel and other miscellaneous items as approved by the Executive Director. This is a grant funded position and subject to available funds.