



Job Description

Position Title: Kitchen Specialist

Reports to: Site Supervisor

Term: Big Creek (March 6th, 2023 - October 8th, 2023)
Field Camp (April 24th, 2023 - October 8th, 2023)

I. Major Function: Under the direction of the Site Supervisor, the Kitchen Specialist is responsible for all meals at their assigned campus. We are looking for Kitchen Specialists for both our Field Camp (Adult) and Big Creek (Youth) Campuses. This position will handle food ordering and meal preparation at their designated site. The Glacier Institute specializes in place-based, hands-on learning of the natural sciences and cultural history, and Kitchen Specialists are an integral part of ensuring that we achieve our mission.

II. Major Duties and Responsibilities:

- A. Prepare all meals for course participants.
- B. Coordinate all menus and meal plans with the Site Supervisor.
- C. Place all food orders with the assistance from the Site Supervisor.
- D. Maintain a safe and presentable kitchen.
- E. Safely operate 15 passenger vans/buses when needed.
- F. Provide quality customer service to all guests.
- G. Display confidence and comfort working in adverse environmental conditions (snow, rain, 0°F - 100°F temperatures, mosquitoes/ticks, hazardous wildlife, etc.).
- H. Represent the Glacier Institute in its mission and goals.
- I. All other duties as assigned.

III. Candidate Qualifications:

A. Education

- 1. A high school diploma with a thorough knowledge of meal preparation and kitchen etiquette.
- 2. Montana ServSafe certified (preferred), or the ability to obtain certification

B. Experience

- 1. Meal preparation for large (up to 45 people) groups
- 2. Accommodating a wide variety of dietary restrictions
- 3. Placing food orders through large suppliers

C. Skills and abilities

- 1. Exceptional communication skills



2. Detail oriented
3. Valid driver's license with an insurable driving record.
4. Ability to carry loads up to 50 pounds.
5. Self-motivated with the ability to efficiently work independently with little instruction or supervision.
6. Ability to work and live in remote, off-grid locations with limited cell-phone service or immediate emergency services.

IV. Compensation:

- A. On-site housing for employees is provided at a discounted rate.
- B. 2023 Employee entrance pass into Glacier and Waterton National Parks.
- C. Participation in expert-led Glacier Institute catalog course as space permits.
- D. Friends and family discounts for all Glacier Institute courses (subject to availability).
- E. Competitive hourly rate with a flexible, sustainable schedule.

To Apply:

If this position sounds like the right fit, please submit a resume, contact information for 3 references, and a cover letter to: garrett@glacierinstitute.org

We look forward to reviewing your materials!