



MOUNT ST. HELENS INSTITUTE

Learning Center Support Staff

Position: Seasonal, Part-time, Science and Learning Center Support Staff
Compensation: \$14/hour
Dates: Mid-April through mid-October
Hours: Average of 20 hours per week
Closing Date: Friday, March 3rd, 2017

SUMMARY: The Mount St. Helens Institute (MSHI) is looking for 1 person to support our summer education programs and rentals by providing food preparation, building cleaning, and overnight rental host duties. Shifts will vary in number per week. Schedule will be set at least 2 weeks in advance, with optional shifts being available on shorter notice. The ideal candidate will show up on time as scheduled, work hard, and have a positive attitude.

The Mount St. Helens Science and Learning Center (SLC) at Coldwater is operated by the MSHI under special use permit from the US Forest Service. During the summer the SLC is an education center, rental facility, and public event center. In the winter the SLC is a visitor portal.

DUTIES AND RESPONSIBILITIES:

Kitchen (~50% of time)

- Prepare and serve food per health department standards with considerations for guest's dietary restrictions
- Inventory food and provide updates used for food ordering
- If interested, recipe testing and meal planning

Cleaning (~25% of time)

- Wiping windows inside and out
- Cleaning and stocking restrooms
- Cleaning all surfaces: dusting, vacuuming, sweeping, moping, wiping walls
- Cleaning and upkeep of kitchen

Building Host (~25% of the time)

- Check-in rental groups, provide on-site support during visit, and check-out prior to departure

Other Duties as Assigned

- As a small non-profit, we all wear a variety of hats!

REQUIRED QUALIFICATIONS:

- Must be 18 years of age or older
- Reliable transportation to and from the SLC
- Previous cooking, janitorial, and/or customer service experience

ABILITIES:

- Able to work all shifts including evenings, weekends, and some overnights
- Able to pass a pre-employment or post-hire background screening and criminal history check
- Able to stand and walk for long periods of time and lift up to 40 pounds

WORKING HOURS: The Learning Center Support staff schedule will depend on when education programs, rentals, and special events are scheduled. This person will provide food service during programs, clean after programs, and provide support during rentals.

LOCATION: This position will work at the Mount St. Helens Science and Learning Center, 40 miles east of Castle Rock, WA on the northwest side of Mount St. Helens. This location is remote with little cell service. Rate of pay has been set above minimum wage to offset travel time and expense.

ABOUT US: MSHI is a non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with National Volcanic Monument staff on a daily basis and operate in the National Volcanic Monument under special use permit.

TO APPLY:

Please email the following information to apply@mshinstitute.org with the keywords “Learning Center Support” in the subject. Please, no phone calls.

- Cover letter or short paragraph telling the following:
 - Why you want the position
 - What skills you have that prepare you for the position
 - When you are available to start and end, and any dates you will be unavailable during mid-April to mid-October
 - How you found out about the position
- Resume or application (please email apply@mshinstitute.org for a blank application)

*In accordance to Federal law and US Department of Agriculture policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.