



Seasonal Cook/Custodian MOUNT ST. HELENS INSTITUTE

Position:	Seasonal Cook/Custodian
Compensation:	\$17.00 - 1 \$18.00 hourly wage
Term of Employment:	Hourly; non-exempt; temporary; seasonal: 40 hours/week April 11 - November 4, 2022. 1 week planned, unpaid time off. Some weekend, overnight work and overnight travel required.
Closing Date:	February 13 th , 2022
Start Date:	April 11 th , 2022 or June 2022

ABOUT US: The [Mount St. Helens Institute](#) (MSHI) advances understanding and stewardship of the Earth through science, education and exploration of volcanic landscapes. We are united in our common passion for Mount St. Helens and connecting folks of all backgrounds with science, the outdoors and each other. We value diverse perspectives, good challenges, adventure, fun, partnership and community. MSHI is the official nonprofit partner of Mount St. Helens National Volcanic Monument. As such, we work closely with Monument staff and operate under a US Forest Service special use permit.

MSHI fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. We ensure that all employees work in a positive, supportive, empowering environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation or physical ability. We are an equal opportunity employer and provider. For more information on our commitment, please review the MSHI's [Equity, Diversity and Inclusion Statement](#).

ARE YOU:

- Passionate about science and the outdoors?
- Dedicated to working with diverse youth?
- Looking to build your resume in informal science education, non-profits, event planning and facilities management?

SUMMARY: The Mount St. Helens Institute Cook/Custodian supports our science education and rental programs including day and overnight programs for youth ages 6-18, their families and their teachers. The Cook/Custodian will typically work with a small group of MSHI onsite team members, including the Science Education Manager and Science Education Coordinator. The Cook/Custodian will prepare and serve healthy and delicious meals, maintain the cleanliness of the Science and Learning Center, and perform light maintenance as-needed. Read about our education programs at <https://www.mshinstitute.org/learn/>. Due to the COVID-19 pandemic, programming may change depending on health guidance and community interest in programs. *One to two positions will be available.*

RESPONSIBILITIES:

Program Support (~10% of time)

- Actively and positively contribute to program planning and debrief meetings
- Interact with guests in a friendly and professional manner
- Work in a flexible and cooperative manner with all MSHI and partner staff and volunteers
- Drive vehicles for MSHI activities, including occasionally driving program participants

Foodservice (~45% of time)

- Inventory and shop for needed ingredients and other kitchen supplies
- Prepare and serve healthy and delicious meals for groups (about 30 people at a time on average) in accordance with safe food-handling procedures and meeting outlined standards

- Ensure that the needs of all guests, particularly those with dietary restrictions, are met to a high standard
- Use correct portioning to minimize food waste
- Clean kitchen after preparation and serving, maintaining cleanliness, including washing dishes
- Keep refrigerators and storage areas clean and neat, ensuring food and supply items are stored per standards
- If interested, develop recipes to broaden MSHI's foodservice offerings

Custodian (~45% of time)

- Keep equipment, tools, and other custodial supplies organized and in good working condition
- Keep the areas of the Science and Learning Center used for MSHI programs neat and clean
- Clean, disinfect and restock restrooms, kitchen, and other areas used during programs
- Organize recyclable materials and garbage, and transport to the appropriate facilities
- Prepare the facility for programs and events, including moving supplies, furniture and equipment
- Stock "Wellness Stations," complimentary hygienic supplies staged around the facility
- Regularly inspect the building for maintenance needs and communicate with the Science Education Manager about facility needs
- Complete minor maintenance activities around the facility
- Help other members of the education team move furniture or equipment as required for various activities

QUALIFICATIONS:

- Demonstrated 1+ year experience professional cooking, or significant personal interest and experience cooking for groups;
- Working knowledge of custodial practices, or willingness to learn;
- Knowledge of recycling practices and environmental awareness;
- Demonstrate personal and professional commitment to equity, inclusion and cultural competency;
- Excellent communication skills including public speaking;
- Demonstrated computer competency;
- Enthusiasm for the mission of the Mount St. Helens Institute;
- Be able to work effectively with minimal supervision.
- Be willing to be coached and open to feedback.
- First aid and CPR (or higher) certification or willingness to obtain; and
- Have a valid driver's license with an acceptable driving record for the past three years

ABILITIES: Some days will require office and computer work for 8+hours. Some days will require more than 10 hours per day while standing and walking. Ability to move heavy objects, such as coolers. Work will also be conducted outdoors in a variety of weather conditions and terrain. The Cook/Custodian must possess a valid driving license and pass a criminal background check.

WORKING HOURS: This is a temporary seasonal position. The work schedule will vary based on the program schedule; the schedule will be announced at least 2 weeks in advance. On occasion work weeks may be either much shorter or much longer than 40 hours; on average, the Cook/Custodian will work 40 hours/week. Hours over 40 actually worked in a single workweek will be eligible for overtime pay. Some days will be longer than 10 hours. Occasional overnight work, overnight travel, and weekend work will be required. The Cook/Custodian will occasionally be on-call to respond to situations.

LOCATION: Most of this position will be based at the [Science and Learning Center at Coldwater](#), 40 miles east of Castle Rock, WA on the northwest side of Mount St. Helens. Regular travel around Mount St. Helens and neighboring communities will be necessary with overnight camping at various field sites required, including

MSHI's Field Camp near [Windy Ridge](#). Both the Science and Learning Center at Coldwater and Field Camp are in a remote location with little cell service. Housing may be available.

BACKGROUND INVESTIGATION: MSHI shall conduct a background investigation prior to making a conditional offer of employment or re-hire. All offers of employment are contingent upon a satisfactory background investigation. The background investigation may include, but is not limited to the following, as permitted by law: social security verification (social security number, date of birth, former addresses); prior employment verification; personal and professional references; education verification; motor vehicle records; and criminal history. The following factors will be considered for applicants with a criminal history: nature of the crime and its relationship to the position; time since the conviction; number (if more than one) of convictions; whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the organization, its employees, volunteers, partners and program participants.

COVID-19 CONSIDERATIONS: Protecting the health and safety of our team and community is our highest priority. MSHI follows federal, state and county mandates and guidelines for mitigating the spread and infection of COVID-19. All employees are required to be vaccinated, or may request a medical or religious exemption and undergo regular testing. All staff, volunteers and program participants may need to complete a COVID-19 screening questionnaire prior to working with others or at a MSHI worksite or attending a MSHI program.

TO APPLY

Please send the following items to apply@mshinstitute.org no later than February 13th, 2022 at 11:59 PM Pacific Time:

- Email subject line: Seasonal Cook/Custodian
- Cover Letter: titled with the following format "Last Name First Name Cover Letter"
- Resume: titled with the following format "Last Name First Name Resume"

To learn more about the Mount St. Helens Institute and our programs, visit <https://www.mshinstitute.org/>