



Seasonal Cook MOUNT ST. HELENS INSTITUTE

Position:	Cook Seasonal
Compensation:	\$23.26/hour. Starting rate is \$23.26, with a mid-season wage increase possible based on performance. Seasonal Cook that works until October 27, 2023, will receive a \$500.00 Season Completion Bonus.
Term of Employment:	Hourly; non-exempt; temporary; seasonal: 40 hours/week April - October. From April - June: M-F schedule. Summers and fall: weekend and overnight work required. Overtime pay is 1.5x base pay and will occasionally be required. Hours may be less than 40 hours/week in the summer season. Mileage reimbursement may be available for offsite work related travel.
Closing Date:	Applications evaluated starting Feb. 1 and will remain open until filled.
Start Date:	April 8, 2024 - Oct. 30, 2024.

ARE YOU:

- Passionate about preparing and sharing delicious, nutritious buffet style meals for a variety of school groups, camps and special events?
- Looking to build your resume with a position that includes responsibility for planning & implementing meals and room for creativity?
- Excited to work as part of a small team facilitating memorable experiences?
- Interested in spending a season living and working near the beautiful Mount St. Helens volcano with access to hikes with breathtaking views such as the [Boundary Trail](#) and [Coldwater Lake](#)?

SUMMARY: The Mount St. Helens Institute Seasonal Cook supports our youth education and rental programs and summer events based at the [Science and Learning Center](#).

The Seasonal Cook will collaborate and work with another Seasonal Cook/Custodian and a team of 4 Seasonal Educators. This position is supervised by the Youth Education & Rental Programs Manager with support from the Youth Education & Rental Programs Coordinator.

The Seasonal Cook will plan, shop for, prepare and serve healthy and delicious meals, maintain the cleanliness of kitchen and the Science and Learning Center, and perform light maintenance as-needed. On average, meals will serve approximately 30 people. On occasion, meals will serve up to 120 people; in such instances, there will be dedicated food preparation time scheduled as well as additional volunteer support during the event.

During the school season from April - June and September - November we serve elementary to high school aged youth for day and overnight field trips. The size of school groups ranges from small groups of 15 people to upwards of 60 people. Summer events hosted by Mount St. Helens Institute (including Family Adventure Camp, Sky & Star Party and Base Camp) are capped at 75 participants. Other programs include GeoGirls (a youth weeklong summer camp), youth groups and other camps. Our rental programs and summer events serve people of all ages. We host multiple community events including but not limited to seasonal foraging event series with the Cowlitz Indian Tribe, summer Family Adventure Camps, summer Sky & Star Party, GeoGirls youth summer camp, multiple backcountry running events, and more!

Read about [our education programs](#) and our facility, the [Mount St. Helens Science & Learning Center](#).

RESPONSIBILITIES:

Foodservice (~70% of time)

- Plan weekly meals and shop for needed ingredients and other supplies as needed. Collaborate with a second Seasonal Cook/Custodian for meal planning and shopping.
- Prepare and serve healthy and delicious buffet-style meals for groups 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 after each meal, maintaining cleanliness, including washing dishes and wiping surfaces.
- Clean, disinfect and restock restrooms, kitchen, and other areas used during programs
- Organize recyclable materials, garbage, and compost and transport to the appropriate facilities
- Prepare the facility for programs and events, including moving supplies, furniture and equipment
- Keep refrigerators and storage areas clean and neat, storing food and supplies per standards.
- Drive vehicles for MSHI activities, including food shopping (note it is 60 miles to the nearest large grocery stores)

Kitchen & Facility maintenance (~15% of time)

- Keep equipment, tools, and other custodial supplies organized and in good working condition
- Regularly inspect the building for maintenance needs and communicate with the Youth Education & Rental Programs Manager about facility needs.
- Complete minor maintenance activities around the facility.
- Help other members of the education team move furniture/equipment as required for activities

General Support (~15% of time)

- Follow all health and safety procedures and policies.
- Work in a flexible and cooperative manner with all MSHI and partner staff and volunteers
- Actively and positively contribute to program planning and required debrief meetings.
- On occasion, host rental groups, including but not limited to following standardized checkin/out procedures, leading the group on a facility tour, showing the group how to use kitchen and custodial equipment, and answering questions they have during their stay
- With approval, develop recipes to broaden MSHI's food service menus and meal offerings.

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;
- Ability to shop for food at multiple locations including bulk restaurant supply stores
- Ability to take initiative and prioritize tasks with exemplary time management and problem-solving skills;
- Ability to interact with guests in a friendly and professional manner;
- Demonstrate personal professional commitment to equity, inclusion and cultural competency;
- Demonstrated computer competency including use of Google Suite, Google Calendar & Gmail;
- 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;
- Valid Washington State Food Handlers Permit or willingness to obtain before beginning position;
- Have a valid driver's license with an acceptable driving record for the past three years.

ABILITIES:

- Some days will require more than 10 hours per day while standing and walking.
- Ability to occasionally move heavy objects up to 50 lbs, such as coolers & food purchased in bulk.
- Ability to live in a remote location that is 30 miles from a gas station and 45 miles from the nearest city with grocery store, medical services, etc. This requires appropriate planning.
- While a personal vehicle is not required for this job, we recommend having a reliable vehicle that can maintain driving back and forth to the mountain many times throughout the season for personal trips, personal groceries and other personal needs. A MSHI vehicle will be provided for food shopping.
- Work will occasionally be conducted outdoors in a variety of weather conditions and terrain. Please note: outdoor gear for staff including rain jackets, rain pants, backpacks and other gear is available.

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 shorter or longer than 40 hours; on average, the Seasonal Cook will work 40 hours/week. Nonexempt employees may be approved for overtime compensation at the rate of one-and-one-half (1½) times their regular hourly base-pay for all hours over 40 actually worked in a single workweek (Monday-Sunday). Some days will be longer than 10 hours. Overnight and weekend work will be required. The Seasonal Cook will occasionally be on-call to respond to situations.

LOCATION: This position is based full time at the [Mount St. Helens Science and Learning Center](#) on the northwest side of Mount St. Helens.

- Our education center is located 40 miles east of the small quaint town of Castle Rock, WA.
- Travel around Mount St. Helens and neighboring communities may be required on occasion.
- Wifi is available at the Science & Learning Center at staff housing. Cell phone reception is not available at either of these locations.
- Low rent housing is available in shared housing with the U.S. Forest Service walking distance from our education center at the Science and Learning Center; shared rooms. [Review this document with photos of housing and our facility.](#)

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.

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](#).

TO APPLY

Please send the following items to apply@mshinstitute.org with the following information by February 1, 2024 for priority review. The position will remain open until filled.

- Email subject line: **Seasonal Cook**
- Cover Letter: titled with the following format “**Last Name First Name Cover Letter**”
- Resume: titled with the following format “**Last Name First Name Resume**”

If you would like to apply for other MSHI positions, please send separate emails with application materials and include the job title in the subject line. Review all available positions on [our career site](#). One email application per job title sent to apply@mshinstitute.org.