



Cook/Custodian MOUNT ST. HELENS INSTITUTE

Position:	Cook/Custodian Seasonal
Compensation:	\$22.04-\$24.04/hour. Starting rate is \$22.04, with a mid-season wage increase possible based on performance. Cook/Custodians that work until October 27, 2023, will receive a \$500.00 Season Completion Bonus.
Term of Employment:	Hourly; non-exempt; temporary; seasonal: Up to an average of 40 hours/week April 17 - October 27, 2023 (may be flexible). ~1 week planned, unpaid time off late June - early July). Weekend and overnight work required.
Closing Date:	Applications will be evaluated beginning February 6, 2023 and will remain open until filled
Start Date:	April 17, 2023

ARE YOU:

- Interested in spending a season living and working near the beautiful Mount St. Helens volcano with easy access to hikes with breathtaking views (like the [Boundary Trail](#)) and access to [Coldwater Lake](#) for canoeing or kayaking?
- Passionate about preparing and sharing delicious, nutritious meals?
- Looking to build your resume with a position that includes responsibility for planning meals and room for creativity with developing recipes?

SUMMARY: The Mount St. Helens Institute Cook/Custodian supports our youth education and rental programs and summer events based at the [Science and Learning Center](#). The Cook/Custodians (2 positions will be available) will collaborate and work with several Seasonal Educators, as well as 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. 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.

Read about our education programs at <https://www.mshinstitute.org/learn/>.

Learn more about the facility at https://www.mshinstitute.org/about_us/science-learning-center.html

2 positions will be available.

RESPONSIBILITIES:

Foodservice (~45% of time)

- Collaborate with other Cook/Custodian to plan upcoming meals, inventory and shop for needed ingredients and other kitchen supplies
- 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.
- 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 food service offerings

Custodian (~45% of time)

- Keep equipment, tools, and other custodial supplies organized and in good working condition
- 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
- 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

Program Support (~10% of time)

- Follow all health and safety procedures and policies
- Actively and positively contribute to program planning and 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
- 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.

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;
- 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 and professional commitment to equity, inclusion and cultural competency;
- 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;
- Valid Washington State Food Handlers Permit or willingness to obtain before beginning position; 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 and food purchased in bulk. 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. Nonexempt employees will be paid 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. 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 to neighboring communities to shop for groceries and to dispose of recycling and compost will be necessary. The Science and Learning Center at Coldwater and Field Camp is in a remote location with little cell service, but wifi is available at the Science and Learning Center. Low rent housing will be available near the Science and Learning Center.

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:

- Email subject line: **Cook/Custodian**
 - *If you would like to apply for multiple positions use the subject line **Multiple Positions and indicate the positions of interest in your cover letter.***
- Cover Letter: titled with the following format "**Last Name First Name Cover Letter**"
 - Please include your interest in the position, available start date, required end date, and any required time off
- 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/>