

Headlands Institute Kitchen Assistant

There is a full time, temporary kitchen position with Headlands Institute, a campus of the NatureBridge. NatureBridge is a nationally recognized leader in the field of experiential environmental education, providing educational adventures in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it. NatureBridge conducts programs for more than 40,000 participants annually at its four campuses: Headlands Institute in the Golden Gate National Recreation Area, Olympic Park Institute in Olympic National Park, Washington, Santa Monica Mountains Institute in the Santa Monica Mountains National Recreation Area and Yosemite Institute in Yosemite National Park, California. Headlands Institute is in Marin County approximately five minutes outside of Sausalito.

Duties of the Job:

Responsibilities include working with the kitchen team to accomplish the goals and objectives of the position. Duties will include:

- Washes all dishes, pots, pans and equipment used during their shift
- Helps cooks in the preparation of meals
- Helps to prepare and set up buffets
- Maintains a safe and clean work environment
- Receives and stocks deliveries of food and supplies
- Labels and stores food in a manner that meets NPS public health standards
- Follows direction but also must work independently
- Will perform all other duties as assigned by the supervisor

Requirements:

As part of the kitchen team, must be skilled in food preparation; must have a strong knowledge of food safety and sanitation; must have physical and mental endurance and ability to multi-task with and without supervision; must be able to work efficiently under pressure and with time limits.

One to two years related experience and or training or equivalent combination of education and experience. Requires physical and mental endurance. **THIS POSITION IS BEST FOR SOMEONE RELATIVELY NEW TO FOOD SERVICE. THIS PERSON MUST ALSO HAVE RELIABLE TRANSPORTATION.** Headlands Institute is not reachable via public transportation.

Please send resume and/or letter addressing your skill set to
HIkitchenassistant@naturebridge.org

Position is open until filled.

Looking for immediate hire, contingent on successful background check and fingerprinting.