

## Background & Overview

Haystack Mountain School of Crafts is seeking help in our kitchen for our summer operations. The School has a reputation for healthy and delicious meals, with the dining hall being a vital component of the Haystack experience.

## Position Summaries

This job requires consistent interaction with Haystack staff, students, faculty, trustees, and vendors, with polite and courteous communications to all in a respectful and generous manner while acknowledging the diversity of viewpoints and experiences of all who choose to come to or visit the School.

The Kitchen Staff will work as part of the kitchen team to serve a healthy and enjoyable menu for participants and staff that provides options for various personal dietary restrictions (vegetarian, vegan, religious, food allergies, etc.) This position relies on collaboration, strong communication skills, excellent organization, attention to detail, and the ability to work as part of a team while managing multiple tasks flexibly.

### Lead Cook

The lead cooks are second in command and responsible for the kitchen when the head chef is not present. Lead cooks are responsible for leading daily shifts and delegating tasks to prep cooks, ensuring that prep is done correctly and efficiently and that meals go out on time and are appropriately prepared. They must know complete cleaning/closing procedures and food safety protocols. The lead chef is responsible for communicating with guests about dietary restrictions and dining hall protocols when the chef is not present.

### Baker/ Pantry

The baker is responsible for prepping, storing, and baking all cookies/desserts/baked goods for the week, including prepped cookies and desserts for their days off. The baker needs to be aware of the current guests' dietary restrictions and ensure vegan/gluten-free/allergen-free options are available as needed. The baker is also responsible for receiving and storing all orders and keeping the walk-in, pantry, and freezers clean and organized.

### Prep Cook

Prep cooks are responsible for assisting the lead cook with any tasks needed for the day's meals and prepping for the coming days. The prep cook's job is to ensure the salad bar, breakfast bar, and breakfast prep are ready for the following day and to communicate with the head chef or lead cook if anything is missing. Prep cooks will also help the dishwasher put away dishes after meals, sweep the dining room, wipe down dining tables, and restock the coffee bar after each meal.

## Dishwasher

The dishwasher is responsible for keeping the dishline clear during meal prep and doing dishes after each meal. Additionally, the dishwasher is responsible for doing the kitchen's laundry, cleaning the dining hall after meals when possible, and keeping the coffee bar clean and stocked.

## Skill Set & Characteristics

- Knowledge of and experience in food service is preferred
- Can support the preparation, cooking, and serving of meals three times a day for up to 75-125 residents
- Excellent interpersonal skills and the ability to work collaboratively with diverse groups of individuals
- The ability to work in an intensive, creative community
- Excellent organization with a strong attention to detail
- Alignment with the School's mission, vision, and values

## Compensation & Benefits

The positions are seasonal and part-time, with 20-30 hours per week and bi-weekly compensation. These positions are not eligible for benefit coverage. Hourly compensation is: Lead cook \$30-\$35/hour; Baker/Pantry \$25-\$30/hour; Prep Cook \$20-\$25/hour; Dishwasher \$20-\$25/hour.

Haystack's programming season runs from May 1 to October 21. Kitchen staff may be hired for Early Season: May 1-June 7; Mid Season: June 8- September 1; Late Season: September 4 - October 21; or for any/all seasons.

Additional benefits include on-campus meals and limited staff housing, which is available and assigned at the discretion of the Head Chef, with approval by the Executive Director.

## To Apply

Email a resume, cover letter addressing relevant experience and interest in a specific position, and contact information for three references to [employment@haystack-mtn.org](mailto:employment@haystack-mtn.org) with the subject heading "Kitchen Staff Application, [Your Name]." All attached files must be in PDF format and labeled to include your last name. No phone calls, please.

## Non-discrimination Policy

Haystack is committed to a culture of diversity, equity, and inclusion. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender identification, national origin, race, religion, sexual orientation, economic status, or veteran status.