General Description: Dunes Learning Center is a non-profit environmental education facility located within Indiana Dunes National Lakeshore. Programs range in length from one to five days and serve breakfast, lunch and dinner to school-age children through adults. The Kitchen Worker is a non-exempt, part-time position, with flexible days and hours that vary depending on program reservations.

Position Overview: Under the general supervision of the Food and Facilities Director, the Kitchen Worker is responsible for the preparation of meals, routine kitchen duties, cleaning of kitchen and equipment. In addition, they are expected to be service orientated to insure safe, healthy and enjoyable meals.

Key responsibilities:

• Perform meal preparation duties including cleaning, peeling, chopping and slicing of produce and other food items.
• Cook, bake and prepare main entrees, vegetables, breads, salads and desserts. Also, responsible for coffee and tea service.
• Operate stove, convection oven, conventional oven, and food preparation tools used in cooking foods.
• Set up food service area with plates and utensils. Transfer food from cooking or holding containers and portion food into serving bowls for service to designated area. Accommodate guests’ needs at service window.
• Abide sanitation rules, food safety rules and work safety rules.
• Complete food service records.
• Perform kitchen cleaning and custodial duties such as rinsing and washing dishes, loading and operating the dish machine, cleaning the kitchen counters and appliances, sweeping and mopping floors, emptying and carrying trash and recycling out to dumpsters.
• Assist in performing physical inventory of dry storage room, refrigerators and freezers.
• Occasionally assist in facility and cabin maintenance projects.

Qualifications:

• High School diploma or GED, or currently enrolled to attain diploma or GED
• Experience, training or strong desire to work in food service industry
• Ability to calculate and tabulate data; measure and weigh ingredients; follow recipes
• Ability to exert moderate physical effort, and lift weight up to 50 pounds
• Possession of valid driver’s license
• Sanitation Certificate is an advantage

To Apply: Please send a cover letter and resume to dbrown@duneslearningcenter.org or mail to: Dunes Learning Center, 700 Howe Rd, Chesterton, IN 46304, Attn: Diane Brown.