



COE COLLEGE

Staff Job Description

Position Title: **Field Station Cook**

Reports to: Station Operations and Education Manager

Supervises: Station Assistant(s)

Classification: **Ongoing** **Hourly**
 Annual **Exempt**
 Seasonal
 Temporary

Work Schedule: Hours: TBD

Months of Service per Year: late May 2020-early August 2020

Position Summary:

The Coe College Wilderness Field Station is an undergraduate teaching field station located near Ely Minnesota and the Boundary Waters Canoe Area Wilderness. We are off the grid, and courses here revolve around giving students exposure to the wilderness environment around them. We host 15-25 students at a time, and associated staff, faculty and visitors. We are actively working to improve the sustainability of our field station. The Station Chef will be responsible for feeding our program and assisting in improving the sustainability of our food service at the Station.

Essential Job Responsibilities:

- Prepare and serve 3 meals a day to 20-40 people.
- Train and supervise any student assistants, such that if necessary they could prepare a simple meal in your absence.
- Coordinate food purchases and kitchen budget with Station Operations Manager, Program Assistants and vendors.
- Assist in readying kitchen and dining hall for students and in closing the station at the end of the season.
- Maintain kitchen in compliance with all Minnesota food service laws.
- Assist in sustainability efforts at the field station, esp. those involving food service.

Qualifications:

- Minnesota Certified Food Manager Certification from the MN Department of Health.
- Prior experience or training in food service, esp. for large groups.
- Successful completion of a background and driver checks in accordance with Coe College Policy.



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Knowledge, Skills and Competencies:

Position Specific:

- Ability to cook for a crowd.
- Ability to prepare and plan for 3 meals a day.
- Ability to research and prepare meals to accommodate allergies and specific dietary preferences associated with specific belief systems (i.e. vegetarian, vegan, kosher, etc.).
- Ability to accommodate locally-sourced products into WFS meals.

Coe Competencies:

- Dedication to the educational mission of a private, residential liberal arts college.
- Ability to maintain positive relationships in a collaborative and diverse team atmosphere.
- Commitment to excellence in service to students and other constituencies, internal and external.
- Demonstrated ethical and responsible decision making.
- Consistent attendance and accountability necessary to meet position objectives.

Working Conditions and Physical Requirements:

- Needs to be able to sit or stand for long periods of time.

12/2019