



# Coyote Outdoor School Kitchen Manager Job Opening



Whole Earth Nature School is seeking an Outdoor School Kitchen Manager to make a positive impact on youth in our area. Ideal candidates will be able to supervise and manage kitchen staff and prepare three meals a day for 100-140 people during the Outdoor School season (see dates below). We encourage applicants from diverse backgrounds with a wide range of kitchen and culinary experiences to apply.

## General Job Responsibilities

- Plans and prepares nutritious meals for students and staff at Coyote Outdoor School
- Plans and provides meals for campers/staff who have allergies or special dietary needs
- Trains and supervises kitchen staff; delegates cooking and cleaning tasks
- Works with Camp Hosts to maintain the kitchen and lodge area in a clean and orderly fashion
- Works with Director to purchase food for all meals on site
- Oversees the maintenance of food safety at Outdoor School
- Communicates clearly with staff about needs regarding how to support the kitchen
- Communicates with Directors about issues that arise during programs or meal service
- Develops and maintains relationships with local food producers to ensure food is as local and organic as possible
- Solicits discounts and donations for food and supplies
- Works with Director(s) to ensure that meals are ready at scheduled times
- Maintains purchasing records for bookkeeping purposes
- Incorporates sustainability practices and healthy nutrition whenever possible
- Embodies Whole Earth Nature School's Core Values
- Other duties as assigned

## Required Skills & Qualifications

- Experience cooking for groups of around 50-100 people consistently
- Ability to work within a limited budget
- Ability to cater to diners with multiple allergies and dietary restrictions
- Current food handler's card or ability to recertify before beginning work
- Leadership and management experience
- Good time management
- Ability to transport self to and from program location (up to 1 hour from Eugene)

## Additional Desired Skills

- Experience purchasing food in bulk
- Experience working in catering or a camp environment (cooking en masse rather than to order)
- Prior experience training and/or managing a kitchen
- Spanish language proficiency or fluency

## Benefits

- Social gatherings, annual staff retreat

- Program discounts for your children
- Access to extensive environmental education library
- Hazardous weather pay; Sick pay

### **2020 Details**

- Required staff training: March 27-29, 2020 Training will be held at SKY Camp in Fall Creek, Oregon. Kitchen staff are invited to stay overnight but not required to.
- Overnight program dates: April 6-10, 13-17, 20-24, 27-29; May 4-8, 12-14, 26-28; Kitchen staff are welcome to stay overnight at no cost, but they have the option to stay off-site.
- Schedule: Approximately 20 hours per week for 3-day weeks; Approximately 40 hours per week for 5-day weeks; plus administrative hours before and after Outdoor School.
- Job location: SKY Camp, Fall Creek, OR
- Job pay: \$4,800-5,200 for the season (depending on hours and experience)

**TO APPLY** Applications are reviewed on a rolling basis. You must complete our online application to be considered for this position: <https://forms.gle/6f4rm9q2hBZvYYZ57>.

## **About Whole Earth Nature School**

Located in Eugene, Oregon, Whole Earth Nature School was founded in 2009 with the vision of helping people rediscover their connection with the natural world. Through exciting experiences outside, and plenty of laughter, our students develop a love for nature and eventually begin influencing their peers and the next generation of leaders. Whole Earth Nature School serves thousands of students every year through our Coyote Outdoor School, homeschool programming, after-school enrichment programs, free weekly family programs, summer nature camps, teen mentorship programs, and more. Whole Earth Nature School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all students, volunteers, and employees.

### **Mission Statement**

Mentoring students in the outdoors to foster confidence, resilience, and kinship with nature.

### **Core Values**

Cultivate Gratitude • Encourage a Culture of Respect • Teach Appropriate Risk-taking • Learn from Failure • Take Personal Responsibility • Practice Awareness • Play

### **About Coyote Outdoor School**

Coyote Outdoor School is a program of Whole Earth Nature School. Our overnight programs enhance students' connection to self, community, and nature. Fifth- and sixth-grade students spend their days searching for wildlife signs, journaling plants, and exploring in the forest. Their evenings are full too as they bond with cabin mates, share gratitude at dinner, and sing under the starry night sky. Outdoor School stories, songs, and adventures become lasting memories that empower students to be curious learners and compassionate leaders.

We work diligently to create an equitable and inclusive environment where everyone feels accepted and supported. At Coyote Outdoor School, we are committed to ensuring that every student has a sense of belonging, feels welcome in our Coyote community, and supported in their immersive outdoor learning experiences.