



Kitchen Manager

Position Description

Overview

The Kitchen Manager (KM) oversees the kitchen operations as a part of a collaborative leadership team working toward the successful operations of the campus, programs, gardens, and facilities. The Wrangell Mountains Center (WMC) is a private nonprofit that promotes living in close relationship with wilderness and with our local community. We also model an off-grid lifestyle by reducing our ecological impact.

The Wrangell Mountains Center values and practices cooperation and collaboration among the staff as well as program participants. The KM provides the structure and organization necessary for a smoothly operating work environment. The KM works closely with the Director of Operations and Executive Director and reports to the Executive Director.

The kitchen is the working heart of our organization. Food reminds us of our interconnectedness, and shared meals are essential to maintain our culture of cooperation, collaboration and positive staff morale.

This position is ideally suited for someone who shares our values, is energized by our mission and vision, and can function effectively/professionally in an off-grid, wilderness setting with limited amenities

Essential Core Responsibilities

- Maintain food inventory, record and monitor food budget, and prepare food & kitchen supply orders
- Implement a buffet style service system to ensure quality, nutritious meals (mostly vegetarian) are provided for program participants and staff, 3x daily, 7 days a week.
- Prepare weekly work schedules for kitchen staff and volunteers
- Maintain a clean and well-organized kitchen environment for cooking, food storage, and dining
- Work with the Director of Operations to manage the preparation and use of our gardens (2-4 raised beds) with the support of staff and volunteers, incorporating garden-fresh greens as frequently as possible.
- Proactive Communication: Communicate regularly and effectively with leadership as a central member on the WMC leadership team; Communicate expectations with all kitchen staff
- Create and maintain systems of organization for the kitchen and pantry areas

Additional Duties and Responsibilities

- Manage or assist in managing systems and/or areas adjacent to the kitchen (Staff Room, Firewood, etc.)
- Ensure that meals are prepared and served for groups of varying sizes (10 to 50), including cooking and baking, managing kitchen volunteers and staff as well as delegating tasks
- Sustainably manage leftovers, food waste, and compost
- Ensure an understanding of and adherence to applicable food health and safety standards
- Providing guidance/direction to other staff and volunteers regarding kitchen duties
- Promote an understanding of and commitment to WMC policies including general health and safety as well as judicious use of water and power systems
- Manage May preseason campus opening (e.g., cleaning, creating and implementing systems of organization)

Required Knowledge and Experience

- Ability to forgo most urban amenities in a remote setting for the duration of the season
- Track record of successful kitchen management
- Extensive experience working with vegetarian/vegan proteins
- Interpersonal communication skills and team building in a collaborative, egalitarian culture
- Experience operating a small garden, understanding basic garden planning, maintenance and harvesting
- Experience including fresh greens and vegetables in daily meals
- Ability to accommodate dietary restrictions including dairy-free, gluten-free and vegan
- Leading and mentoring multiple people in a dynamic off-grid environment
- Experience in a camp kitchen setting
- Self-starter
- Must possess or acquire Alaska Food Workers card
- Safely lift up to 50 lbs.

Desired Additional Skills and Abilities

- Reliable, flexible, organized, and attentive to detail
- Interest in sustainability and communal living, and learning new skills
- Familiarity with the Wrangell Mountains Center as well as the local McCarthy and Kennicott communities
- Professional experience working seasonally in Alaska
- Familiarity with living communally with fellow team members
- Enthusiasm for recruiting kitchen volunteers from local WMC supporters, community members and local seasonal employees

Estimated time commitment: Approximately May 1st – September 15th (depending on the needs and activities of WMC), averaging 50-60 hours/week. Due to a variety of unique factors, our 2024 summer season will be an exceptionally challenging one and the candidate will need to be flexible with hourly expectations. During some weeks, we foresee these hours decreasing by 10 to 20. However, we want to prepare candidates with the expectation that during some weeks, 50-60 hours will be needed. Our aim is not to track hours but to track the completion of deliverables. Part-time remote work will be required before on-site position start date. These will be used to complete required trainings and courses, contribute to hiring kitchen staff and attend planning meetings. Part-time work will potentially be 10-15 hours per month beginning in January.

Compensation: \$3,100/month including meals and primitive lodging (valued at approximately \$1,200 per month)

Employee Benefits: The WMC is a small grassroots organization in the beginning stages of expanding our workforce. Currently, employees enjoy benefits such as:

- **Meals and Lodging** are provided as a part of compensation. We will provide for individual dietary restrictions centered around a mostly vegetarian diet. Our off-grid living spaces are intentionally primitive and simple, so that our staff can cultivate their own unique and special connection with the natural world.
- **Community.** For many, one of the most striking things about spending a summer with the WMC is the community connectedness. At the WMC campus, staff experience a community of creative artists as well as inquiring minds and scientists.
- **An Epic Adventure Destination.** We do everything we can to ensure that our staff is able to fully appreciate the enriching experiences that the area has to offer. Several local businesses offer free or discounted rates for local seasonal employees, and we provide our staff with a long list of adventures and local activities available in the summer.
- **Meaningful Work.** Above all, we seek to cultivate a better vision for work, an experience that is collaborative, purposeful, values-driven, and based on healthy human communication and relational connectedness.

For a more detailed overview of Compensation and Commitment, visit our website at wrangells.org/work

The WRANGELL MOUNTAINS CENTER (WMC) is based in McCarthy, Alaska, providing residential and walk-in experiential education programs that foster discovery through direct contact with diverse environments. Meeting the needs of students, writers, artists, scientists, travelers, and local citizens, we offer opportunities for people of all ages and abilities to explore, express, and be transformed in this extraordinary place surrounded by wilderness. The WMC operates on a model of sustainability and resource conservation. Facilities are remote and off-the-grid, operating mostly with solar power and water pumped from our wells. Meals and chores (e.g., harvesting garden produce, splitting firewood, cleaning up) are shared between staff, volunteers, and sometimes program participants.

The Wrangell Mountains Center is an equal opportunity employer. We are committed to developing and retaining a diverse workforce. We're striving to build an inclusive workplace culture where all employees feel valued and our rich diversity is celebrated by everyone. We especially encourage Alaska Native, Black, Asian, Latinx, and LGBTQ+ applicants as these groups are currently under-represented in our workforce.