



# NOW HIRING

## KITCHEN MANAGER/COOK

**Circle Pines Center is seeking** a person with a passion for good healthy food, experience preparing meals for groups (including kids), an appreciation for locally-sourced, organic, and farm-fresh ingredients, an interest in cooperative living, and experience managing kitchen staff and volunteers. Must be able to prepare omnivorous, vegetarian, vegan, gluten free and allergy-sensitive meals. Job entails efficient, cooperative food preparation for a community of up to 120 campers/guests and staff; menu planning; and food ordering/purchasing. Candidate should take and give instruction well and work well with others to ensure timely, safe, nutritious meals, served with a smile! The Kitchen Manager/Cook will also need to assist in other areas of camp (office, grounds, garden, orchard, trails, facility maintenance), as needed, in slower months.

**We encourage all qualified individuals to apply! Please submit your cover letter and resume in a Word or PDF format to:**

[info@circlepinescenter.net](mailto:info@circlepinescenter.net)

**Circle Pines Center** is a member-based, non-profit, cooperative 501(c)3 education and recreation center. We operate a children's summer camp, a year-round retreat center and hold an annual folk music festival.

### Mission

To promote peace, social justice, environmental stewardship, and cooperation.

Circle Pines Center provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, gender expression, national origin, age, physical or mental ability, military obligations, marital status or genetics.

CPC is located in SW Michigan, about halfway between Grand Rapids and Kalamazoo, in beautiful Barry County.

CIRCLE PINES CENTER  
8650 Mullen Rd  
Delton, MI  
49046

[circlepinescenter.org](http://circlepinescenter.org)

## Circle Pines Center Kitchen Manager/Cook

### Qualifications:

- Commitment to our mission; whole, natural foods; and using fresh, seasonal ingredients
- Experience in camp, conference center, deli, restaurant, and/or banquet cooking
- Experience in kitchen management, supervision and skill development
- Experience in menu-planning for groups (including kids), using healthy, whole ingredients
- ServSafe or similar certification required (or be willing and able to obtain)
- Ability and commitment to source food locally and organically when possible
- Able to prioritize efficiently and delegate responsibilities
- Ability to communicate effectively with customers and team members
- Understand and communicate quality goals and ingredient information to customers
- Ability to visually examine products for quality and freshness
- Proper handling of knives and other cutting equipment
- Available for flexible work hours to meet the needs of the center, particularly on weekends
- Interest in sustainable food and cooperative movements
- Comfortable working independently and cooperatively with others
- Strong work ethic and ability to take care of oneself
- Applicant will need a driver's license for food pick-ups, having own transportation a plus

### Job Description:

- Assume primary responsibility for kitchen food production following established recipes, food quality standards, ensuring that recipes are up-to-date and accurate
- Plan and develop menus, and prepare up to 3 meals per day for 10 to 120 people
- Order, purchase, and pick up (when needed), kitchen supplies and food ingredients
- Receive, inspect, and log delivery of products for accuracy, temperature, and quality
- Hire, supervise and evaluate summer camp kitchen staff
- Make and assign daily prep lists and job assignments for summer kitchen staff
- Ensure the quality, palatability, visual appeal/presentation of all food produced
- Perform food production duties as required
- Research and develop new recipes following current trends in the natural foods industry
- Ensure that product mix meets varied customer dietary needs and requests
- Ability to understand the cost of preparing food items, financials and budgets
- Keep all cooler and pantry shelves clean, well-stocked and properly rotated
- Keep entire kitchen clean and organized
- Follow and comply with all health and sanitation procedures, and adhere to safe work practices
- Notify Director or Facilities Manager of equipment repair needs
- Provide professional, cooperative leadership and direction to kitchen staff and volunteers
- Solve problems that arise regarding any aspect of food service
- Attend weekly staff meetings

**Compensation:** \$650-1,000/month starting salary, plus room and board, and vacation time.

**Expected Hours:** An average of 8 hours/day, spread out in 2-3 hour shifts for breakfast, lunch and dinner. Six days per week for seven weeks of summer. Five days per week the rest of the year.

**Values and shared expectations:** Act as a representative of the organization and demonstrate its goals in a positive and professional manner. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to guest needs, and maintain high ethical standards, integrity and confidentiality.

All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership in a local commission, the presence of disabilities, sexual orientation, age, or other characteristics protected by law. In addition to the application, other assessments, including, but not limited to, interview, job related skill testing, background verification and reference verification may be required prior to employment.