

Culinary Assistant – Part-Time

Reports To:

Reports directly to the Head Chef for all food service responsibilities and is accountable to the Prairiewoods Director in personnel matters.

FLSA Classification:

Non-Exempt

Last Revised:

5-2025

Position Overview

Are you someone who loves to cook, create, and connect? We're looking for a passionate, curious and collaborative **Culinary Assistant** to join our food-loving team at Prairiewoods!

In this part-time role (18–30 hours per week), you'll work side-by-side with our Head Chef to prepare fresh, nourishing meals—especially on weekends—and help create a kitchen environment that feels calm, joyful and aligned with our values. You'll have the chance to learn how to cook with seasonal produce, local ingredients and even food from our on-site garden. We believe food is a sacred offering, and every meal is a chance to share love, care and connection.

Weekend and evening availability is required, and the schedule may vary week to week based on programming needs.

Mission Expectations

Prairiewoods' mission is to provide a sacred space where people of all faiths and cultures are invited to explore and nurture their relationships with the Source of all Being, Earth, Self and Others, with an increasing awareness of the story of the Universe.

- Carries out Prairiewoods mission and philosophy in a professional manner.
- Creates and extends a welcoming hospitality.
- Presents a positive image regarding Prairiewoods and its activities.

- Handles sensitive and confidential information in a discreet, professional manner.
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What You'll Do

- Assist the Head Chef in preparing and cooking meals for retreats, programs and hosted guests
 - Take the lead in cooking weekend meals when the Head Chef is off-duty
 - Use seasonal, local, organic and garden-grown ingredients whenever possible
 - Help with food prep, dishwashing, cleaning and organizing the kitchen
 - Cook for a wide range of dietary preferences, including vegan, gluten-free and other special diets
 - Assist with preparing snacks and simple desserts for groups and individuals
 - Learn preservation techniques like freezing garden produce for future meals
 - Help keep pantry and fridge ingredients stocked, labeled and organized
 - Ensure proper food safety, labeling and storage
 - Support a spirit of calm, creativity and collaboration in the kitchen
 - Jump in to help at special events, receptions and community meals as needed
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What We're Looking For

- Experience in a kitchen—either professionally or in a setting that involved cooking for groups
- Basic knowledge of food preparation, nutrition and kitchen safety
- Excitement to learn new culinary arts techniques, ingredients and seasonal menus
- A warm, welcoming presence and a desire to make others feel nourished

- Willingness to work weekends and be flexible with changing schedules
 - Physical ability to lift 25 pounds regularly and up to 50 pounds occasionally
 - Comfort working in a kitchen environment with temperature changes and cleaning products
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Bonus If You Have

- Familiarity with plant-based or gluten-free cooking or baking
 - Passion for working with seasonal, local and organic ingredients
 - Appreciation for food as a spiritual and community practice
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Other Details

- Must have a valid driver's license
- Position contingent on physical exam, drug screening and background check

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to talk and hear and taste and smell.
- The employee is frequently required to use hands to finger, handle or feel; and reach with hands and arms.
- The employee is frequently required to stand, walk, and balance, stoop and crouch.
- Requires the ability to handle tools, such as a knife for chopping, slicing, cutting and dicing.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific correctable vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; frequently exposed to wet and/or humid conditions, frequently exposed to hot and cold temperatures and occasionally exposed to extreme cold in the freezer. The employee is frequently exposed to toxic or caustic cleaning chemicals, harsh detergents, degreasers and risk of electrical shock. The noise level is usually quiet to moderate.

Prerequisite: Physical exam, drug screen, criminal background check

Disclaimer clause

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understood the job description. I agree to accept the responsibilities and duties as outlined.

Signature

Date