

## **PRAIRIEWOODS FRANCISCAN SPIRITUALITY CENTER**

Seasonal Culinary Assistant

### **General Summary**

The Seasonal Culinary Assistant supports the Prairiewoods food service program during the summer retreat season by assisting with meal preparation, baking, service, and daily kitchen operations for retreat guests, hosted groups, and community programs.

Working in partnership with the Food Service Director and culinary team, this position prepares fresh, nourishing meals and baked goods while supporting consistent food service systems during a high-volume period of retreat activity. This role contributes directly to the hospitality experience offered through the Prairiewoods food service program.

This role may occasionally support meal preparation or weekend service with a high degree of independence while coordinating closely with the food service team.

Depending on organizational needs and fit, there is potential for this role to become permanent after the summer season.

**Reports To:** Food Service Director

### **Classification**

Non-exempt (seasonal position)

### **Hours**

Approximately 20 - 30 hours per week from May through August according to the needs of Prairiewoods. Work hours will vary from week to week and will include weekends and evenings.

### **Essential Functions**

As a Prairiewoods team member you will:

- Carry out Prairiewoods' mission and philosophy
- Create and extend a welcoming hospitality
- Present a positive image regarding Prairiewoods and its activities
- Maintain confidentiality in a professional manner
- Collaborate with the Director and other team members to ensure an exceptional guest experience
- Create a positive and supportive work environment that fosters teamwork and collaboration
- Carry out other duties as assigned

## **The Seasonal Culinary Assistant will:**

### **Food Preparation and Meal Support**

- Assist with preparation and cooking of meals for retreats, hosted groups, and community programs
- Support breakfast, lunch, and dinner service during high-volume summer programming
- Assist with preparation of plant-forward meals and special dietary accommodations including vegan and gluten-free options
- Support meal service setup and transitions between meals

### **Baking and Retreat Hospitality Production**

- Prepare baked goods for retreat meals and hospitality service
- Produce quick breads, simple yeast breads, cookies, cakes, and specialty baked items for events
- Support preparation of seasonal baked goods using garden and regional ingredients when available
- Help maintain consistency and quality of baked items across retreat service periods
- Contribute to advance preparation of baked goods for upcoming needs

This role is especially well suited for an aspiring pastry chef or experienced home baker interested in developing skills in a professional food service environment.

### **Kitchen Organization and Cleaning Systems**

- Assist with dishwashing and kitchen reset after meals
- Maintain organized workstations and storage areas
- Help maintain labeled refrigeration, freezer, and pantry storage systems
- Assist with routine and periodic deep cleaning tasks

### **Food Safety and Sanitation**

- Maintain high standards of food safety and sanitation
- Follow proper food storage, labeling, and handling procedures
- Support safe and consistent kitchen practices during meal production
- ServSafe certification or training preferred, but not required

### **Team Communication and Service Support**

- Support clear communication within the food service team
- Contribute to steady workflow during busy retreat service days
- Assist with special events as scheduled
- Help maintain a calm, respectful, collaborative food service environment

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Requirements include:

- Experience cooking or baking for groups in a professional, volunteer, or community setting
- Experience and/or training working in a food service or commercial kitchen environment
- Interest in baking in a professional kitchen setting
- Knowledge of basic food safety and sanitation practices
- Ability to follow kitchen systems and production guidance
- Ability to work collaboratively with staff and volunteers
- Ability to maintain a positive and welcoming presence
- Ability to work a flexible seasonal schedule including weekends
- Ability to adapt to changing retreat schedules during the summer season

Preferred but not required:

- Experience with scratch baking
- Experience with plant-based or gluten-free baking
- Interest in seasonal and locally sourced ingredients

## **Working Conditions**

### **Physical Demands**

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.

While performing the duties of this job, the employee is regularly required to stand and walk on concrete floors; use hands to handle food and commercial kitchen equipment; talk and hear. The employee may frequently reach, bend, stoop, kneel, or crouch.

The employee is regularly required to lift and/or move up to 20 pounds, frequently lift or move 30 pounds, and occasionally lift or move up to 50 pounds.

### **Work Environment**

While performing the duties of this job, the staff member may be exposed to hot, wet, and/or humid commercial kitchen conditions. The noise level in the work environment is usually moderate.

## **Accountability**

The person in this position reports to the Food Service Director.

The above statements are intended to describe the general nature and level of work required of this position. They are not meant to be an exhaustive list of all responsibilities, duties, and skills required.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_