

**Position – Kitchen/Facility Manager for William Black Lodge – Full-time**

**Compensation - \$23,000 + housing (on-site apartment @ 1.5k/mos.) + health insurance @ \$10K (\$53,000 package) + 4 weeks of vacation**

Responsibilities:

Kitchen –

- Manage kitchen/foodservice for William Black Lodge
- Plan menus in consultation with Director
- Purchase food and supplies needed for foodservice
- Prepare meals as scheduled for between 20-60 persons for each meal in coordination with Director
- Maintain kitchen up to food service standards
- Supervise foodservice assistants

Kitchen Experience preferred -

- 3+ years Chef/Cook experience and/or training preferred
- Production kitchen experience preferred
- Serve Safe certification required
- Open to learn and adapt to new setting and work as a part of a team

Facility –

- General maintenance exterior and interior (keeping lodge facilities in good condition and appearance)
- Coordinate service providers
- Plan and implement ongoing in-house projects with Director (i.e. painting, deep cleaning, room repairs, etc...)
- Yard work and landscaping in coordination with Gardener

Facility Experience preferred –

- Basic experience in facility/home maintenance (ability to learn)
- Able to work with service providers (electricians, plumbers, others)
- Basic carpentry, painting, plumbing, electric preferred
- Basic yard work (weed eating, tree/bush clearing)

Other –

- Position will also serve on a regular schedule of weekend/evening host for the facility
- Able to be welcoming and accommodating for guests and groups staying at the lodge

Reporting –

- The kitchen/facility manager will report to the director and work as a member of the lodge management team – including the guest services manager and housekeeping manager.

Schedule/Vacation/Time Off –

- The kitchen/facility manager will live at the lodge and work/be on-call primarily on weekends, though also many weekdays in the spring and fall as scheduled. This job does not provide a set schedule (though the anticipated schedule will be set at least a month in advance.)
- Vacation time can be taken in coordination with other management team members (so lodge/kitchen coverage can be coordinated).
- At least 2 days off (or equivalent 16 hours) will be scheduled each week.