



POSITION AVAILABLE Cook & Kitchen Manager HIGH MOUNTAIN INSTITUTE

The High Mountain Institute is seeking a **Cook & Kitchen Manager**, a full-time year round position including responsibilities in the areas of: on-campus food service, expedition rationing, menu planning, food ordering, budgeting, training others, and kitchen curriculum development.

About the High Mountain Institute

HMI joins the best of a traditional independent school environment with top-class outdoor education opportunities. We seek candidates who share our passion for educating adolescents to be good students and good adults. HMI seeks to connect our students to the natural world and teach them essential leadership and communication skills through participation in a rigorous, experiential academic program, extended wilderness trips, and an intentional community. In addition to a high school semester, HMI also offers a summer term for high school students, a gap semester for 18-22 year olds, and a variety of adolescent and adult programming. For more information, please visit www.hminet.org.

Position Details:

- Oversee all HMI food service and expedition rationing
- Cook meals and food ordering
- Plan creative menus including dietary restrictions
- Train faculty, staff, and apprentices
- Teach students to plan and cook
- Intensive on then off schedule
- Oversee health code compliance
- Manage entire food budget
- Oversee general nutrition
- Provide varied and healthy meals
- Health Insurance provided
- Retirement benefits (TIAA-CREF) after 1 year
- Starting salary \$35,000 - \$45,000 DOE
- Start date: **May 2021**

Minimum Qualifications: 3-5 years of prior food service experience, experience supervising others in a food service setting, and experience cooking for large groups.

Desired Qualifications:

- Inspired by HMI Mission
- Highly motivated & organized individual with prior relevant experience
- Significant prior experience with providing healthy, nutritious, and alternative meals
- Strong interpersonal skills
- Budgeting experience
- Experience with, and passion for, diverse and interesting foods
- Teaching experience, culinary curriculum development
- Prior experience in rationing for backcountry expeditions
- Computer Skills (MS Word, MS Excel, Windows)
- Passion for the outdoors, working with teenagers, and local community involvement

How to Apply: After reviewing the minimum qualifications and the HMI website (www.hminet.org), please submit the following two items as soon as possible electronically as Adobe Acrobat "pdf" files:

- 1-2 page Cover Letter
- 1-page Resume with listing of 3-5 references

Please submit the above items via email to Em Ducharme, Administrative Coordinator & Registrar, at cook@hminet.org and fill out the [HMI Prospective Employment Form](#) online. Your application will not be complete without all three of these items. We will begin our initial review of applications immediately and will continue reviewing applications until the position is filled. After an initial review, HMI may solicit further information from some candidates. Finalists will be invited to HMI for a formal interview. HMI is committed



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to taking the time to review candidates carefully and will not fill the position until an ideal candidate is found.

Correspondence via e-mail is preferred. The High Mountain Institute is an equal opportunity employer.

HMI's Diversity Statement: The High Mountain Institute is an equal opportunity employer that strives for diversity by honoring the differences of each member of the community. We seek to build a community (of trustees, faculty, staff, and students) that represents ethnic, socioeconomic, and geographic diversity and that brings a diversity of experience, background, talent, and perspective.