



## **Kitchen Prep Position**

### **Overview**

The Pocono Environmental Education Center (PEEC) is seeking dependable, detail-oriented Kitchen Prep staff to support food service operations in our dining hall. This role plays a key part in ensuring smooth daily kitchen operations by preparing ingredients and maintaining a clean, organized, and sanitary work environment. PEEC serves a wide range of guests including school groups, campers, and adults attending workshops, conferences, and retreats.

### **Responsibilities**

- Follow the kitchen manager's prep list to organize and complete daily food preparation tasks.
- Prepare ingredients for cooking, including washing, peeling, and chopping fruits and vegetables.
- Measure, portion, and wrap food items and seasonings for use in cooking and service.
- Label, properly store, and organize ingredients in pantry, refrigeration, and designated storage areas.
- Maintain cleanliness of work areas and kitchen equipment, including sanitizing surfaces, washing dishes, and taking out trash.
- Assist with food service by placing items in warming trays or refrigerated storage as needed.
- Prepare basic beverages such as coffee, tea, and lemonade.
- Support meal service on the serving line when needed.
- Use manual and electric kitchen equipment safely and effectively for food preparation tasks.
- Monitor and report low inventory of food items or supplies to the kitchen manager.
- Report any broken or malfunctioning equipment to management promptly.
- Follow all food safety, sanitation, and hygiene guidelines at all times.

### **Qualifications**

- Previous kitchen or food service experience is preferred but not required.
- Strong attention to detail and ability to follow directions consistently.
- Ability to work effectively as part of a team in a fast-paced environment.
- Willingness to learn basic food preparation and kitchen operations.
- Experience accommodating dietary restrictions is a plus.

**Job Type:** Seasonal / Part-time (with potential full-time during peak season)

**Pay:** \$13.00 per hour

### **Expected Hours:**

- Peak season (April–November): 35–40 hours per week
- Off-season: ~20 hours per week (variable based on need and performance)

