



POSITION ANNOUNCEMENT

Culinary Services Assistant

The Fetzer Institute announces an opening for a culinary services assistant with experience in food preparation in a service-oriented environment. Qualified applicants will possess strong and varied culinary skills and the ability to work in a team-oriented atmosphere. This position is part-time, including evenings and weekends.

The ideal candidate will possess excellent interpersonal skills, moderate reading, writing, and math skills (especially fractions), and the ability to follow written and oral instructions and procedures. This position requires the ability to lift up to 50 pounds, stand for long periods of time, reach, bend, and push and pull carts weighing up to 300 pounds. The ability to operate basic kitchen appliances is essential.

This position will assist in preparing and serving meals for Institute staff, retreat center guests, and special events. Key responsibilities include:

- Preparing cold food items and assisting in the preparation of hot food items.
- Complying with applicable sanitation, health and personal hygiene standards and following established food production procedures.
- Assisting in the set-up and teardown of meal and break services, serving lines, and banquet tables.
- Completing assigned cleaning tasks, including sweeping and mopping floors, clearing tables, washing dishes, and taking out trash.
- Assisting in maintaining proper inventory levels and unloading and storing weekly deliveries.

The Fetzer Institute is a nonprofit, private operating foundation located in Kalamazoo, Michigan. Our mission is to help build the spiritual foundation for a loving world.

A competitive compensation and benefits package, and an excellent working environment is offered. We encourage applications from people representing diverse backgrounds. Qualified candidates may email Kim Harroun at kim.harroun@snelling.com or phone her at 269-324-2715 to apply.

The Fetzer Institute is an Equal Opportunity Employer.