



Kitchen Lead Job Description

Job Status: Part-Time, Hourly (15 - 30 hours weekly)

Tall Oaks is looking for Summer Staff for the 2026 summer season. The ideal candidate will thrive working with others as a team, both indoors and outdoors, in a fast-paced environment. Flexibility in a dynamic environment with diverse user groups is a must. Tall Oaks Summer Staff interact with all Tall Oaks Management and other summer staff in order to complete job tasks. The summer season is defined as May 15th through August 15th.

Job Duties

- With the support of kitchen staff, the Kitchen Manager will be responsible for planning, preparing, serving meals, maintaining food inventory, receiving and stocking deliveries, training and managing kitchen staff, and participating in kitchen and dining room cleaning tasks.
- Kitchen experience is required and management experience is preferred.
- Applicants must be ServSafe certified or be willing to complete a certification course.
- Housekeeping: working with Director of Hospitality to clean cabins and various spaces after and before guests or groups arrive
- Maintenance or Grounds assistance: assisting with maintenance and grounds as needed
- Strong communication skills; communicating with guests and coworkers in order to maintain positive relations with all Tall Oaks groups
- Summer Staff will be assigned 30 -35 hours a week; standard shift is 6 hours operating hours vary based on user group needs.
- Other duties assigned by Director of Hospitality or Executive Director

Qualifications

- Must be 18 years old before June 1, 2026
- HS diploma preferred
- Ability to lift and move 50 pounds, occasionally.
- Ability to address stressful situations appropriately in a fast-paced, interactive environment.
- Ability to work in an outdoor environment

Benefits

- Housing on campus available from May-Aug, if requested, for those over 18 years of age
- On-site meals when groups are present on campus
- Paid Training and necessary certifications provided by Tall Oaks
- Use of recreational facilities when groups are not on campus, fire pits, and scheduled use of other areas.