

## **Job Description**

### **BH (Kitchen) Manager**

At Deep Springs, the College kitchen and dining hall are referred to as the Boarding House or BH. The BH Manager is both teacher and supervisor whose goals are strengthening the capacities of the students to carry responsibility in the areas of labor assigned, and the efficient operation of the kitchen and the dining room, consistent with the educational mission of the College. The BH Manager is appointed by and is responsible to the Director of Operations.

The BH Manager is a supervisor, teacher, and mentor for students. She or he carries out the following responsibilities, with the help of student labor:

1. Direct management of the operation of the Boardinghouse, including;
  - a. Instructing and supervising the students who cook, clean, and work in the BH.
  - b. Ensuring the preparation and serving of three meals per day to the Deep Springs Community, except during breaks when two meals per day are served, and weekends when 2 meals per day are served. Student cooks are responsible for the preparation of several of these meals.
  - c. Ordering and maintaining the inventory of food and supplies for the Boardinghouse operation.
  - d. Cleaning and maintenance of the BH and equipment to insure the safety and health of the operation and compliance with state and county health codes.
  - e. Controlling expenses within the authorized budget and planning for the future in consultation with supervisor.
  
2. Efficiently utilizing the food produced at Deep Springs in the BH, including;
  - a. Working with the gardener to plan and use the garden and its produce.
  - b. Utilizing the animals that Deep Springs raises for meat.
  - c. Utilizing eggs, milk and cream from the chickens and dairy.
  - d. Maintaining proper storage facilities.
  
3. Maintaining current “Food Manager Certification” with the County, and implementation of the Injury and Illness Prevention Program for the above areas of responsibility.
  
4. Maintaining during most periods a “normal” work schedule, defined as:
  - a. During academic terms, preparing lunch each weekday and cooperating with student cooks to ensure the preparation of breakfasts and lunches.
  - b. During breaks, preparing lunch and dinner for the staff and students in residence each weekday.

- c. The BH Manager is available 2-3 times per year, with advance arrangement, to work at weekend events such as reunions and board meetings.
- d. The BH Manager works with her or his supervisor to arrange for vacation time to be taken during periods of mutual convenience.
- e. The BH Manager works with her or his supervisor to arrange for temporary replacement cooks as necessary.

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**Additional Information:** The Deep Springs College kitchen and dining hall (referred to as the Boarding House, or BH) was originally constructed around 1920 and has been added to and modified several times since. The College is planning a project that will involve the complete demolition of the existing building and construction of a new facility from approximately April to December of 2020. During this period of construction, the College tentatively plans to use rented mobile kitchen facilities to prepare food and existing classroom space as a dining hall. We recognize that this period will present unique foodservice challenges and are currently working to determine the best option for feeding our community. Candidates are encouraged to apply whether or not they would be interested in managing the College foodservice operation during this construction period.

**COMPANY DESCRIPTION:** [Deep Springs College](#) is a private, nonsectarian, fully accredited 2-year college program for academically gifted young people, located on a small cattle-and-alfalfa ranch in a beautiful, remote area of the White Mountains on the California-Nevada border. 26-30 students attend. The program combines rigorous academic coursework with 20-25 hours of physical labor each week. Students milk cows, wash dishes, assist in the office, cook, clean, harvest alfalfa, and tend cattle, horses and gardens. All members of the Deep Springs community – the students, faculty, staff, president, and resident families—live on-site and take part in fostering and developing community life, at the same time respecting each others' need for privacy.

Deep Springs is an equal opportunity employer. We do not discriminate on the basis of sex, gender identity, sexual orientation, race, religion, national origin, religion, age, or disability

The college is located in California's Eastern Sierra region on Highway 168, 26 miles east of Big Pine, California, 11 miles from the Nevada state line. Death Valley National Park, Yosemite National Park, Mono Lake, and the Ancient Bristlecone Pine Forest are all within a few hours' drive. Los Angeles is a 5-hour drive away, Las Vegas is 4 hours; the San Francisco Bay Area is 7-8 hours depending on the season.

**APPLICATION INSTRUCTIONS:** For additional information, visit [www.deepsprings.edu](http://www.deepsprings.edu) or contact Padraic MacLeish, Director of Operations at [padraicm@deepsprings.edu](mailto:padraicm@deepsprings.edu). To apply, please send a cover letter and resume to [staffsearch@deepsprings.edu](mailto:staffsearch@deepsprings.edu).