

We Are Hiring

Food Prep | Part Time



NOME SCHOOLHOUSE
INN & EVENT CENTER

Job Description:



Join a passionate team at this unique boutique hotel and event center. A 100 year old renovated schoolhouse.



As Food Prep at Nome Schoolhouse, you will play a crucial role in ensuring the smooth and efficient preparation of high-quality food items for our customers.



Hours:


5:00 - 7:00 pm as needed by guests.


As needed for events and retreats.



Contact us for more information:

 kristin@nomeschoolhouse.com

 701-850-9157

 www.NomeSchoolhouse.com/join-our-team/

Nome Schoolhouse – Inn & Event Center

Food Prep | Part Time



You can come to work every day in a breathtaking building. Be a part of the team that keeps this building alive and inspiring.

The Nome Schoolhouse is a unique Inn and Event Center. Set in a 100-year-old renovated school - our passionate team loves to dream and create a quiet and inspiring retreat for our guests.

Hours: Varies - depending on guests and events.

Main Hours would be 5:00 pm - 7:00 pm to cover Supper for our hotel guests.
Events and Retreats as Needed.

Some Unique Perks:

- Lunch provided for staff Tues, Wed, and Fri.
- Other event/serving roles may receive additional meals as applicable
- Staff discounts in the Shepherd Industries Store, Hotel Rooms, and Event Spaces
- Nome Schoolhouse T-shirts provided

Job Summary:

As a Food Prep at Nome Schoolhouse, you will play a crucial role in ensuring the smooth and efficient preparation of high-quality food items for our customers. Working in a fast-paced and dynamic environment, you will be responsible for various food preparation tasks, maintaining cleanliness and hygiene standards, and supporting the overall kitchen operations.

Key Responsibilities:

- Food Preparation: Prepare and assemble a wide range of food items, including ingredients for salads, sandwiches, soups, snacks, and other menu items following the established recipes and guidelines.
- Ingredient Handling: Ensure proper handling, storage, and labeling of all food ingredients to maintain freshness, quality, and safety standards.
- Assisting Chefs/Cooks: Collaborate with chefs and cooks in the kitchen to help with any tasks they require, such as chopping vegetables, preparing sauces, or portioning ingredients.
- Maintaining Cleanliness: Keep workstations and kitchen areas clean, organized, and sanitized according to food safety regulations and company standards.
- Stock Management: Monitor inventory levels of food items and inform the kitchen manager or supervisor when supplies are running low to ensure a smooth food preparation process.
- Quality Control: Maintain consistency in food preparation and presentation to meet the company's high-quality standards.

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Nome Schoolhouse – Inn & Event Center

Food Prep (*continued*)



- Adhering to Health and Safety Regulations: Follow all health and safety guidelines, including proper usage of kitchen equipment and personal protective equipment (PPE), to ensure a safe working environment.
- Team Player: Work collaboratively with other kitchen staff to support the overall team dynamics and contribute to a positive work environment.
- Efficiency and Time Management: Work efficiently to meet service demands during peak hours and maintain a sense of urgency in food preparation without compromising quality.
- Customer Service: Occasionally interact with customers, taking their orders, answering questions, and providing friendly and efficient service when required.

Qualifications and Skills:

- Previous experience in a food prep or kitchen assistant role is preferred, but not required.
- Basic knowledge of food handling, safety, and sanitation procedures.
- Ability to follow recipes and instructions accurately.
- Strong organizational skills and the ability to multitask effectively.
- A positive attitude and willingness to learn and adapt in a fast-paced environment.
- Excellent communication skills and the ability to work well in a team.
- Flexibility with work hours, including weekends and holidays.
- Physical Requirements:
 - Ability to stand for extended periods.
 - Lift and carry moderately heavy items (e.g., boxes of supplies, trays of food).
 - Work in a hot kitchen environment.

If you believe you have a passion for food preparation, a commitment to quality, and the ability to work in a team-oriented environment, we encourage you to apply for the Food Prep position at the Nome Schoolhouse. We look forward to welcoming you to our team! Please note that the information provided in this job description is subject to change and may be supplemented by additional guidelines and responsibilities provided by the Nome Schoolhouse during the employment process.

Nome Schoolhouse
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Nome, ND 58062

701-850-9157
www.NomeSchoolhouse.com