



Job Title: Kitchen Steward
Department: Culinary
Reports To: Executive Chef or Executive
Sous Chef
FLSA Status: Non-Exempt
Effective Date: January 17, 2024

White Oak conserves and sustains some of the earth's rarest wild animals through innovative training, research, education, and conservation breeding programs that contribute to the survival of wildlife in nature. The conservation programs span 600 acres along the St. Mary's River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. Founded in 1982, White Oak leads professional efforts to improve veterinary care, develop holistic animal management techniques, and better understand the biology of critically endangered species by providing excellent care and managing conservation programs for over 30 species of imperiled wildlife in large, naturalistic habitats.

Position Purpose

The Kitchen Steward represents White Oak's café with the highest standard of excellence in kitchen cleanliness and organization. The primary purpose of the position is ensuring the kitchen is clean, well-maintained and organized at all times. The Kitchen Steward will maintain a proper level of clean inventory with a high standard of cleanliness according to White Oak standards.

Essential Duties and Responsibilities

The essential duties and responsibilities of this position include the following. Other duties may be assigned.

- Ensure all equipment is clean and in good working order;
- Check all chemical levels and inventory;
- Wear all PPE as according to White Oak standards;
- Review Guest Event information;
- Adhere to all sanitation guidelines;
- Assist the Chefs and Servers as necessary;
- Ensure all items are clean according to sanitation guidelines;
- Maintain a clean and organized work area;
- Monitor proper tank temperatures and chemicals;
- Report all breakage
- Complete day-end dishwasher maintenance;
- Clean all soiled items;
- Assist with garden maintenance;
- Remove trash and recycling;
- Sweep and Mop;
- Clean, sanitize and close workstations;
- Perform other duties as directed.

Minimum Qualification Requirements

- Able to work days, evenings and/or weekends, and holidays;
- Clean, with good hygiene habits;
- Communicates effectively;
- Detail-oriented;

- Multi-tasks efficiently;
- Organized, accurate and reliable;
- Prioritizes and works efficiently with limited supervision;
- Professional attitude and expectations;
- Positive and upbeat attitude;
- Recognizes and resolves problems quickly and efficiently;
- Florida or Georgia Driver's license required.
- Must pass pre-employment drug test, and may be asked to complete background check.

Physical Demands and Working Conditions

Environment:

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
- Changing priorities and interruptions

Physical Demands:

- Standing and walking for extended periods of time.
- Occasional bending, kneeling, or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.

To Apply:

Please submit as an email attachment in **ONE** document: cover letter, resume/CV and three professional reference's contact information to careers@white-oak.org with the subject line 'Steward' and the file name: YOURLASTNAME_Steward; only electronic submissions as a .doc, .docx, or .pdf formats will be considered or apply through Indeed.com. Applicants will be considered until the appropriate candidate has been identified.

White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.