



**Job Title:** Kitchen Steward  
**Department:** Culinary  
**Reports To:** Executive Chef or  
Executive Sous Chef  
**FLSA Status:** Non-exempt; Full time  
**Last Revised:** April 2021

White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs span 700 acres along the Saint Marys River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

#### **White Oak Mission:**

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.

#### **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 always. The Kitchen Steward will maintain a proper level of clean inventory with a high standard of cleanliness according to White Oak standards.

#### **Essential Responsibilities**

The essential duties and responsibilities of this position include the following.

- 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.
- Assist the Chefs and Servers as needed.
- 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.

#### **Qualifications:**

- Able to workdays, 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.

### **Special 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.

### **Why White Oak?**

- Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities.
- Competitive salary.
- Three health plan options to meet you and your family's needs.
- Affordable Dental and Vision coverage.
- 100% company-paid Life, Short-term, and Long-term Disability.
- 401(k) retirement plan with a company matching contribution.

### **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](mailto:careers@white-oak.org) or apply through Indeed.com with the subject line 'Steward' and the file name: YOURLASTNAME\_Steward\_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.