



## **Cooking Studio Assistant**

Reports to Cooking Resident Artist

### **Position Summary**

Must be able to dedicate 10-18 hours per month on average to help with the care of our Cooking studio. This contracted position would be needed mainly on weekends.

### **Position Responsibilities**

- The mornings after classes are over, the Studio Assistant does basic cleaning, such as emptying dishwasher, cleaning stovetops & ovens, and wiping countertops. Readyng the studio for the incoming class, the Assistant returns stray items to their correct “home,” puts chairs around the table, and puts out any special tools needed by the next class.
- Additional Tasks
  - Check cutting boards and sanitize
  - Check levels of chemicals in commercial sanitizer and replenish
  - Check spice cabinet for reorganization and refill jars
  - Check hearth and clean, if needed
  - Notify the Maintenance department when wood and kindling need to be restocked
  - Restock all pantry supplies, cleaning supplies, and paper towels, if not on the Resident Artist’s list to do for the upcoming class
  - In the absence of the Cooking Resident Artist, the Studio Assistant is asked to greet instructors upon arrival, assist in unloading materials, and orient new instructors to studio

### **Education and Experience Requirements**

- High school diploma required
- Knowledge and understanding of the Folk School is preferred (taken one or more classes here, and/or taught or assisted in our Cooking classes)

### **Desired Personal Characteristics**

- Energetic and hard-working
- A friendly team player who relates well to others
- Self-motivated, highly organized, detail-oriented, and able to multi-task
- Able to problem solve

## **Physical Demands**

This position requires that the contractor be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The contractor must occasionally lift and/or move heavy objects or boxes (up to 25 lbs).

## **Applications**

Please submit the following materials by e-mail to [jobs@folkschool.org](mailto:jobs@folkschool.org), or by USPS to:

Human Resources Manager  
John C. Campbell Folk School  
One Folk School Road  
Brasstown, NC 28902

1. Cover letter that details your experience and knowledge in cooking and studio management, reason for applying, and mutual benefits this position would provide (benefits you bring to the program, and how you hope to grow from the experience)
2. Resume
3. Contact Information for three professional references.

Review of applicants will begin immediately and continue until position is filled.