

## **Rock Mountain Biological Laboratory Dining Hall General Manager**

The Rocky Mountain Biological Laboratory, founded in 1928 as an independent nonprofit organization, is a biological field station located near Crested Butte, Colorado. Our primary mission is to advance the scientific understanding of nature that promotes informed stewardship of the Earth. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists. You can learn more at [www.rmbll.org](http://www.rmbll.org).

We seek a **Dining Hall General Manager** to manage the on-site operations of the RMBL Dining Hall from mid-May to early September with preseason recruiting and planning activities starting earlier in the winter and spring. The role is an integral member of the RMBL staff and a leader in the RMBL community and interfaces with all RMBL departments in the course of the job. This position is responsible for the planning, management, and smooth operation of food services for the RMBL community during the 2024 summer season. Food services include preparation of three meals a day from roughly June-August for 80-120 diners and some special events. Meat and vegetarian meals are served buffet-style from a modern commercial kitchen. The Kitchen General Manager recruits, supervises, and leads a staff of 7-10 full and part-time cooks and dishwashers and works closely with the Director of Operations and other staff to ensure a professional operation.

### RESPONSIBILITIES

The duties of the Dining Hall General Manager include (but are not limited to) those listed below:

#### Staff Management

- Recruit and supervise kitchen staff including a combination of lead chefs, chefs, prep cooks, and dishwashers. Work with the Director of Operations and finance staff to complete hiring processes.
- Train dining hall staff and evaluate performance through the field season and in preparation of an end of season bonus.
- Ensure professional behavior and kitchen operations serving a diverse RMBL community. Work with the Director of Operations when needed to support and oversee kitchen staff.
- Work as a team with a Lead Chef and other dining hall staff in meal planning, staff scheduling, staff oversight, food ordering, and general kitchen functions.
- Communication with kitchen staff on logistics of working at RMBL, scheduling, and other support needs.
- Maintain a staff schedule that limits overtime and reasonably manages quality of life for dining hall staff.

## Meal Preparation

- Ensure the delivery and timeliness of quality meat and vegetarian meals three times a day (Breakfast 7-8am, Lunch noon-1pm, Dinner 6-7 pm for the length of the summer field season, roughly June-August. Provide salad bar options for all lunch and dinners, as well as regular (basic) desserts. Provide meal options for basic allergies and other limited dietary constraints.
- Ensure a rotation of meals that provides variety and quality for both long- and short-term residents of the station. Provide self-serve options for packed lunches. Provide meals for Tuesday seminar nights for a larger community (usually around 120 diners) and some special events (July 4 community dinner and usually 1-2 conferences at the end of the season)
- Coordinate and lead all meal planning and food ordering. Maintain relationships and communication with food vendors.
- Work with Administration office to post Dining Hall information and weekly menus on website and on physical locations.
- The Kitchen Manager is expected to be willing and able to do the duties of the chef, prep cook, and/or dishwasher when necessary.

## Food Safety and Facility Management

- Ensure dining operations maintain compliance with the Colorado Retail Food Establishment Rules and Regulations as issued by the Colorado Department of Public Health and Environment and respond to all inspector visits.
- Ensure safe practices are used for storage and preparation of food.
- Ensure allergens are always labeled and provide meal options for basic allergies and other limited dietary constraints.
- Ensure that employees understand how to safely use all kitchen appliances, know the location of first aid items, and understand how to respond to emergencies.
- Open and close the kitchen and Dining Hall at the beginning and end of the summer field season, including deep cleaning and equipment maintenance. Opening is typically 1-2 weeks before food service begins and closing a week after the end of seasonal food service.
- Work with the RMBL Facilities staff on equipment and facility maintenance, upkeep, and repair.
- Keep a clean commercial kitchen, servery, and main dining room throughout the season; Make the eating area a pleasant place to hang out – e.g. noise management between meals.
- Manage the flow of the people in the Dining Hall and Community Center
- Assist in overseeing the meal sign-up system and monitoring of proper meal reservation management.

## Knowledge, Qualifications, and Skills

- Friendly, outgoing, and service-oriented personality.

- The ability to effectively and professionally manage a staff of 7-10 people in a fast-paced environment.
- The ability to plan and execute a diverse menu over three months.
- Strong knowledge of food, commercial kitchen skills, menu planning, and food ordering.
- Well-developed analytical, organizational, and problem-solving skills.
- Professional approach to community living; the ability to be a resource and model for community members and staff.
- Effective verbal and written communication skills
- Ability to manage multiple projects and competing priorities.

#### QUALIFICATIONS, CREDENTIALS AND EXPERIENCE

- Experience managing teams of more than 3-4 people in fast-paced, preferably kitchen, environments.
- Be ServSafe Manager Certified (or another certification that meets State of Colorado requirements); or have the ability to acquire certification (RMBL paid) before arriving to Gothic.
- Substantial experience in commercial kitchens, with experience in large camp kitchens or rotating menu buffet operations a plus.
- Experience with basic computer systems and the ability to acquire proficiency in new systems quickly (online ordering systems, menu planning systems, meal reservation systems).

#### COMPENSATION & SCHEDULE

- Seasonal position, based in Gothic, Colorado (7 miles outside of Crested Butte).
- Seasonal housing is available.
- Meals provided when the dining hall is open.
- Nights and weekends are required.
- Wage is \$25-28/hr.
- Non-exempt, over-time eligible.

#### DIVERSITY AT RMBL

RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.