



Manice Education Center **Operations Assistant** **Town of Florida, MA 01247**

Christodora, a 124-year-old nonprofit, nonsectarian organization, based in NYC, seeks Operations Assistants to join our team at the Manice Education Center (MEC) in the town of Florida, MA on a 200-acre wooded campus. MEC operates outdoor environmental and expedition education programs for approximately 950 youth from New York City from May through October each year. In spring and fall seasons, MEC hosts two environmental education field trips each week for NYC public schools for approximately 40 students during each trip. In summer, MEC offers a full season of expedition and environmental education camps for NYC youth in grades 6-12 with approximately 40 campers at each of the typically five sessions ranging in length from seven to 21 days.

Reports to: Food Service Manager, MEC Director

Status: Non-exempt, hourly

Dates; May 17 – Aug 27, 2021

Responsibilities

Operations Assistants (Ops Assistants) are pivotal to the successful, safe, and healthy running of an overnight/residential camp program. Reporting to the Food Service Manager, Ops Assistants work closely with other MEC managers in the kitchen, dining hall, on the grounds, and across the facilities. Approximately 70 percent of time is spent supporting food service delivery to approximately 70 people at each meal; and approximately 30 percent of time is spent in maintenance and custodial duties across two camp buildings and the main grounds.

- Preparing, serving, storing food as directed by Food Service Manager
- Dishwashing and kitchen and dining hall cleaning/monitoring
- Intake of food deliveries
- Adhere to Health Department Regulations and ServSafe food handling procedures as trained by the Food Service Manager
- Support with cleaning non-dining facilities: restrooms, showers, and common spaces
- Assist the Facilities and Property Manager with basic yard work, landscaping, building repairs, and/or utility upkeep as needed

Requirements

- 18 years or older
- Valid drivers license or reliable transportation
- Experience with food service operations, custodial services, landscaping, and/or property management more generally
- Positive attitude and detail-oriented
- Reliable and trustworthy, honest and fair
- Commitment to sustainable, eco-friendly, and energy-efficient practices
- Medical physical and immunizations per MA regulations for overnight camps

- Cleared through state and federal background checks to work in youth setting
- Ability to sit, stand, squat, crouch, and crawl independently in most types of weather
- Ability to lift weight (<40lbs) above shoulders; carry weight (<40lbs) and drag weight (<40lbs) no more than 20 yds independently
- Follow all applicable company, state, and federal protocols and policies to protect the health and safety of self and others
- Willingness to be in work environment with urban youth

Compensation

- Competitive hourly rate DOE
- Outdoor equipment discounts

To Apply...

Please send a resume and detailed cover letter to employment@christodora.org with only “MEC Operations Assistant” as the subject of the email. Three professional references may be requested following an initial interview.

Christodora is committed to making a difference within a culturally diverse educational environment, and applicants are encouraged to include how they will further this goal in their application materials. Please do not call. You may also mail a resume and cover letter to: Brett Billings, Manice Education Center, 68 Savoy Road, Florida, MA 01247.

Christodora is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, and/or any other characteristic protected by law.