

FIELD ARTS & EVENTS HALL

201 W. FRONT ST
P.O. BOX 71
PORT ANGELES
WA 98362

360.477.4679
FIELDHALLEVENTS.ORG

BOARD MEMBERS

—

Brooke Taylor, PRESIDENT
Kim Reynolds, VICE PRESIDENT
Jeanne Martin, TREASURER
Christopher Thomsen, SECRETARY
Josh Crabtree
Matt Deines
Patrick Erker
Mark Fischer
Casi Fors
Kelly Kidwell
Gail Ralston
Scott Scherer
Bruce Skinner
Nathan West

Stephen Raider-Ginsburg
EXECUTIVE & ARTISTIC DIRECTOR

Assistant Chef

Position Type: Part-Time (Non-Exempt)

Reports To: Head Chef

Compensation: \$22/hour

Schedule: Average of 15–20 hours per week, including evenings, weekends, and holidays as needed

About Field Hall

Field Arts & Events Hall (Field Hall) aims to create a welcoming, professional, and efficient kitchen environment that supports our diverse event programming. The Assistant Chef plays a vital role in upholding our commitment to high-quality food, cleanliness, and service, working closely with the Head Chef to prepare and present food for events in the Conference Space (aka Sunset Lounge) and the Coffee Bar.

Job Overview

We are looking for a hands-on, collaborative Assistant Chef to prepare food for events according to standard operating procedures (SOPs), support daily Coffee Bar offerings, and help maintain an organized, hygienic kitchen that complies with all food safety and health codes. The Assistant Chef will also help control food and labor costs, minimize waste, and act as a mentor and role model to less-experienced kitchen staff.

Key Responsibilities

Event Preparation & Execution:

- Prepare meals according to recipes and SOPs provided by the Head Chef
- Support plating and presentation for event service, ensuring timing, consistency, and portion control
- Assist with setup and cleanup before, during, and after service, leading by example with a strong work ethic and attention to detail
- Coffee Bar Support & Production:
 - Prepare, label, and portion all ingredients and recipes for the Coffee Bar so baristas have what they need
 - Maintain par lists and proactively prep daily items so they're readily available during busy service
 - Bake and freeze pastry items as instructed for future daily baking needs

FIELD ARTS & EVENTS HALL

- Kitchen Standards & Food Safety:
- Maintain cleanliness and order in all kitchen spaces, ensuring compliance with health and safety regulations
- Properly label, date, and rotate all perishable items
- Follow all safe food handling practices and equipment use guidelines
- Complete scheduled deep cleans of kitchen equipment and surfaces as directed
- Assist with inventory management, reporting any shortages or equipment needs promptly

Leadership & Mentorship:

- Act as a mentor and role model to newer or less experienced kitchen staff, sharing knowledge and best practices
- Lead by example, demonstrating professionalism, teamwork, and initiative at all times
- Help train new team members on food prep and kitchen protocols as needed
- Financial Stewardship:
- Support fiscal responsibility by preventing food waste and monitoring portion control
- Help manage labor costs through efficient, proactive work habits and time management
- Assist with proper inventory practices to minimize waste and optimize ordering decisions

Qualifications

- Experience in food service, catering, or similar commercial kitchens preferred
- Familiarity with commercial kitchen tools and baking/pastry production
- Current Washington State Food Handler's Card required
- ServSafe or equivalent certification a plus
- Strong attention to detail, time-management, and communication skills
- Ability to take direction, work independently, and support a collaborative team culture
- Positive, proactive attitude and a commitment to upholding food safety, cleanliness, and professional standards at all times

If you're enthusiastic about food, teamwork, mentoring newer staff, and contributing to the success of an exciting event-driven kitchen, we'd love to hear from you!

Application Process

Applicants must submit the following to be considered:

- Cover Letter
- Resume

To apply, please send your resume and cover letter to info@fieldhallevents.org with the subject line Assistant Chef Position.

As an equal opportunity employer, we highly encourage people from historically marginalized groups to apply, including people of color, persons with disabilities, and members of the LGBTQ+ community.

Any offer of employment is contingent on a successful background check.

This description outlines the core responsibilities and expectations for the Kitchen Lead role at Field Hall. It is not an exhaustive list and may evolve based on the organization's needs. The Kitchen Lead must consistently demonstrate a proactive, self-starting attitude, with a focus on maintaining exceptional standards of food safety, quality, and operational excellence.

Equal Opportunity Employer:

Field Hall is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status