



## **Chef & House Manager Job Description**

The Carpenter's Boat Shop is hiring a Chef & House Manager to oversee provisioning, housekeeping, and general kitchen operations. Since 1979, the tuition-free apprenticeship at the Carpenter's Boat Shop has offered individuals from around the world the opportunity to learn the craft of wooden boatbuilding. This individual will be a key member of a small, dynamic team that provides leadership and mentorship for apprentices as well as open enrollment students and volunteers throughout the year.

**Reports To:** Apprenticeship Program Director

**Employment Period:** March 1 to November 20, 2026 (9 Months)

**Work Week:** Monday through Friday with occasional duties on specific weekend days.

**Compensation:** \$26,250 (approx.) for 9 months (\$35,000 annualized)

### **Benefits:**

- Twenty (20) days of Paid Time Off in addition to Federal holidays
- Health Insurance (100% paid by Boat Shop)
- On-Campus Housing, including coverage of all utilities and Internet costs
- Opportunities for continuing education and professional development
- 403(b) Pension Plan @6% of salary (eligible after one year of service)

### **Responsibilities:**

- Oversee all provisioning, meal planning, and preparation.
- Mentor apprentices in meal preparation, prioritizing kitchen safety, cleanliness, and producing healthy and delicious meals for large groups.
- Serve as single point accountable for household supplies, kitchen supplies, and appliances, ensuring that all equipment is in working order and that apprentices and students have what they need to be successful.
- Create and oversee the food budget in collaboration with Executive Director.

- Oversee housekeeping of all living quarters to ensure cleanliness.
- Training and supervising apprentices in household chores and small household projects.
- Create and maintain vendor relationships.
- Actively engage in Boat Shop activities and serve as a positive role model in a shared community living environment.
- Lead the effort to host Tea Time on weekdays..
- Assist with donor and community events.
- Mentor and provide consistent feedback to apprentices.

**Required knowledge and skills:**

- Strong knowledge of food preparation and food safety,
- Ability to plan, implement and manage, the annual budget.
- Clear and effective communication, including the ability to give and receive feedback.
- Ability to work independently to complete multiple tasks or projects across a variety of deadlines in a dynamic and variable work environment.
- Strong team member who enjoys working closely with others to accomplish a goal.
- Ability to lead a group in completing a project.
- Willingness to work occasional weekends or evenings to support specific, pre-planned apprenticeship program elements.
- Proficient in Google Workspace programs, especially Drive, Docs, Sheets, Forms, and Gmail.
- Background in any of the following would be a plus but is not necessarily required:
  - Teaching and/or outdoor education
  - Group facilitation
  - Gardening
  - Composting

**Submitting Applications:** Please send your résumé and a letter expressing your reason for applying to [info@carpentersboatshop.org](mailto:info@carpentersboatshop.org).