



**PETERS VALLEY**  
SCHOOL OF CRAFT

**Internship Job Title: Kitchen Assistant (Food Preparation and dishwashing)**

**Company Name: Peters Valley School of Craft**

Street Address: 19 Kuhn Road  
City: State: Zip: Layton, NJ 07851  
Phone: 973-948-5200  
Fax: 973-948-0011  
Supervisor's Name: Campbell Albritton  
Supervisor's Title: Director of Operations  
Email: campbell@petersvalley.org

**Start Date:** May 15, 2017

**Approximate End Date (Estimated):** September 8, 2017

**Hrs/Wk:** Requires 24-30 hours per week including weekend availability as our food service is open from Thursday through Tuesdays.

**Wages/Hr:** \$10.00 hr.

**Specific skills required for this internship:**

1. Applicant should possess the ability to work well with others in a small setting and strong customer service skills.
2. Kitchen positions require the ability to stand for prolonged periods of time, lift items weighing up to thirty pounds, fine small and large motor skills to prepare food and maintain kitchen equipment and facilities.
3. The ability to follow food safety procedures and protocol to help produce and operate our dining operations.

**Specific duties the student will learn to perform:**

1. Assist cooks with preparation of food for our summer workshop programs that serve Breakfast, lunch and dinner.
2. Assist with delivery of food and breakdown of recycling materials.
3. Dishwashing, pot scrubbing, cleaning dining facility and removing refuse from the dining hall.
4. Assist customers with a friendly attitude. Kitchen positions require the ability to stand for prolonged periods of time, lift items weighing up to thirty pounds, fine small and large motor skills to prepare food and maintain kitchen equipment and facilities.