

## **Applicants Wanted: Food Department Assistant**

Since 1991, Canyon REO has worked with private Grand Canyon boaters to provide the support and supplies for an unforgettable wilderness trip. While many experienced boaters have the skills to raft through the Grand Canyon, few have the necessary equipment, food packing experience, or desire to plan the logistics of a 16-30 day river trip. Planning a Grand Canyon trip is a massive undertaking and often takes place over one to two years. Canyon REO has developed and refined a program to provide equipment, food, shuttles, and logistical support to these boaters. We make the long process of planning a private Grand Canyon river trip smooth and easy.

The Food Department Assistant is a 30 hour a week position that is responsible for carrying out the hands-on tasks of executing Grand Canyon food packs. This includes packing, shopping, stocking, and prepping food for river trips as well as assisting the Food Department Manager with menu packing lists.

### **JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Complete Coconino County Food Handler's Training Course
- Use WholeSum software to enter meal choices, revise, and finalize trip menus
- Adjust menus to account for trips with differing numbers of participants and dietary restrictions
- Generate shopping lists through WholeSum
- Inventory for shopping and orders
- Shop at local stores for dry and perishable items
- Write "bagging lists" for food items that need to be repackaged before packing
- Prep and pack food for Grand Canyon trips
- Wash, prepare, and pack contents of commissary, utensils, staples, and spice boxes

### **THIS POSITION HAS THE POTENTIAL FOR ADVANCEMENT. THE ADDITIONAL DUTIES INVOLVED WITH ADVANCEMENT INCLUDE:**

- Complete Coconino County Food Manager Training Course
- Communicate with clients throughout the menu planning process
- Generate and prepare paperwork for each trip
- Set Food Department work schedule
- Generate and maintain menu and ordering deadlines
- Write and send food orders
- Determine size and number of coolers needed for each trip

### **EDUCATION:**

**Required:** College level writing and communication skills

### **EXPERIENCE:**

**Preferred:** Expedition style river trips, Grand Canyon river experience, menu planning, food packing, cooking, and love of food

**SKILLS & ABILITIES:**

This position requires extreme attention to detail to ensure the Food Room runs smoothly and food packs are completed flawlessly.

- Extreme attention to detail when entering menus, placing orders, shopping, and packing
- Highly organized with excellent planning skills
- Computer literacy, minimally with Microsoft Office
- Professional and cooperative demeanor to work with other Food Department staff
- Will do attitude
- Ability to drive
- Must be available some weekends and holidays and adapt to schedule demands.

**Primary Location:** Flagstaff, Arizona

**Work Location:** Canyon REO 1619 N. East St. Flagstaff AZ, 86004

**Job:** Food Department Assistant, menu planning, food shopping, prep and packing

**Schedule:** 40 hours a week

**Pay:** \$19.00 - \$22.00 an hour starting wage

**Perks:** Flexible schedule and time off during slow seasons

**HOW TO APPLY:**

Please email a resume, cover letter, and references to: [info@canyonreo.com](mailto:info@canyonreo.com), with "Food Department Assistant Application" in the subject line.