



Duke Farms

Notice of Open Position

Title: Café Associate - Kitchen
Location: Duke Farms, Hillsborough, NJ
Reports to: Public Engagement Manager
Status: Part time, Seasonal, Non-Exempt

Located in Hillsborough Township, New Jersey, Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region. Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

The Doris Duke Charitable Foundation's mission, grantmaking programs, museums and centers are guided by Doris Duke's will and operated through five related philanthropies: the Doris Duke Charitable Foundation, the Doris Duke Foundation for Islamic Art, the Duke Farms Foundation, the Doris Duke Foundation and the Doris Duke Management Foundation. The Doris Duke philanthropies operate and support three sites in accordance with the wishes of Doris Duke. These properties, all former residences that belonged to Duke, now serve the public in ways that extend her legacy and advance the mission of the Doris Duke organizations. Duke Farms, her former residence in Hillsborough, N.J., is now 2,700-acre center for environmental stewardship.

Our professional staff actively manages and stewards our resources to support ecological diversity, sustainability, natural beauty, and public engagement. Our wide-ranging sustainability efforts include operation of a 1000-acre park and associated infrastructure supporting over 200,000 public visitors a year.

The vision for the Farm Barn Café is to support the Duke Farms' mission by becoming, not only a convenience for visitors, but a destination restaurant for people interested in eating high quality seasonal food that is locally sourced. In so doing, the café will further the mission of Duke Farms by educating and inspiring visitors to "taste" the benefits of local food systems.

DUTIES AND RESPONSIBILITIES

The individual in this position will be responsible for assisting the Consultant Chef and Café Specialist with the following:

- Assisting and orienting diners to the menu offerings
- Meal preparation and service during normal business operations and special event catering

- Tracking inventory and order preparation
- Kitchen and dining area clean-up
- Perform other duties as required.

QUALIFICATIONS and REQUIREMENTS

- 3+ years of food service experience.
- ServSafe Food Handling Certificate current certification required.
- Experience with or willingness to learn about Duke Farms mission of conservation and supporting sustainable, seasonal eating
- Experienced with cooking on restaurant grade range and flat top.
- Ability to stand through busy café hours.
- Familiarity of demands of a busy kitchen during peak meal service times
- Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients.
- Ability to take direction, but also take initiative (within guidelines) and follow through independently.
- Must be organized with the ability to multi-task.
- Employees are provided with a standard uniform to wear as part of their visitor-facing role. Upon issue, the employee is responsible for uniform maintenance and care.
- Able to work outside of traditional business hours, including weekends, evenings, and holidays.
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity.

As a condition of employment, new hires are required to be up to date with an FDA authorized vaccination against COVID-19, including booster; proof of vaccination series and booster will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

COMPENSATION and BENEFITS

- Salary is competitive with the market.
- 401(k) plan with employer contribution equal to 15 percent of base pay.

HOW TO APPLY

Send resume with cover letter to hr@dukefarms.org. **Include your LAST NAME followed by “Cafe Associate” in the subject line.** Applications will be accepted until filled. No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.