



## **CONTRACT POSITION: Special Event Food Coordinator & Assistant**

### **INFORMATION**

Department:	Education TCLL
Location of Work:	Juneau, AK
Application Deadline:	May 16, 2025

### **OVERVIEW OF TASK/WORK**

Sealaska Heritage Institute (SHI) is sponsoring a Tlingit language immersion retreat for teachers and staff of the Tlingit Culture, Language & Literacy (TCLL) Program in partnership with the Juneau School District. SHI will host the TCLL team and other Tlingit language educators, elders, staff and parents at an overnight, multi-day event to help educators develop higher levels of Tlingit language fluency. This event will take place in a remote area where access to other food is not feasible. Food will be provided to participants and used for education activities surrounding Tlingit language learning and subsistence activities. SHI is seeking an individual to serve as a Special Event Food Coordinator to support and provide food services for the event June 1 - June 4, 2025.

### **SCOPE OF WORK**

1. Plan menu for nine meals with considerations of food allergies and dietary restrictions.
2. Shop for all necessary items for all meals provided.
3. Transport groceries and necessary items to remote location of event.
4. Set up, prepare meals, and clean up for duration of event.

### **REQUIRED SKILLS**

- Strong planning and organizing skill
- Food safety and sanitation experience
- Familiarity with large-scale cooking equipment like commercial ovens, chafing dishes, steam tables, tilt skillets, etc
- Valid food handlers card

### **PROJECT/CONTRACTOR TIMELINE**

This event will be held June 1 through June 4, 2025. Coordinator shall be available upon two weeks prior for communication and planning.

## **NECESSARY KNOWLEDGE & EXPERIENCE**

- Knowledge of culinary basics
- Knowledge of food and safety regulations
- Understanding of Portion and Yield Calculations
- Experience with Event Logistics

**To Apply:** Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: a short statement describing your interest in this role.

If you have any questions regarding this contract position, please contact Julia Gregory, Literacy Specialist - [julia.gregory@sealaska.com](mailto:julia.gregory@sealaska.com)

