



## UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah Senate  
invites applications for the position of:

### GENERAL SESSION KITCHEN HOST

**PHYSICAL ADDRESS:** Utah State Capitol, 350 N State Street, Suite 320, Salt Lake City, UT 84114

**CLOSING DATE:** Open until filled

**JOB DESCRIPTION:** The Utah Senate is seeking to fill a **part-time flexible seasonal Kitchen Host**. This is a nonpartisan position. This individual will serve during the Legislature's annual general session from January 21 to March 7. Hours will fluctuate depending on the Legislative schedule, but a typical day is approximately 7:30 a.m. to 2:00 p.m.

**RESPONSIBILITIES:** This position is a unique opportunity to participate in the legislative process behind the scenes by keeping Senators and Senate staff fueled up between meetings and floor sessions.

Some examples of daily responsibilities include:

- Planning a 7-week menu of morning and afternoon snacks (grab-and-go style)
- Shopping for menu items at local grocery and warehouse stores
- Setting up and putting away morning and afternoon snacks
- Keeping the kitchen areas clean, tidy, and well-stocked
- Assisting caterers with set-up and clean-up
- Greeting a variety of people and creating a warm, welcoming environment
- Other duties as assigned

#### TYPICAL QUALIFICATIONS:

- Must be a clean, tidy, and organized individual that enjoys working with food and doing light cleaning
- Must be able to interact with individuals in a friendly, open, and professional way
- Punctuality, dependability, and nonpartisanship is a MUST for this position
- Must have a strong work ethic and integrity

**SALARY:** \$20.00 (at least 4 hours of work each day is guaranteed)

**BENEFITS:** None

If interested, please email cover letter and resume to Phalin Flowers, Secretary of the Senate, [pflowers@le.utah.gov](mailto:pflowers@le.utah.gov).