

## Job Description

**Job Title:** Galley/Housekeeping Manager

**Job ID:** 11084

**Location:** Palmyra

**Regular/Temporary:** Regular

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### ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

### POSITION SUMMARY

Located 1,000 miles south of Hawai'i and an untold distance from civilization, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. Palmyra is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles.. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS and the Palmyra Atoll Research Consortium (PARC).

Palmyra's research station supports scientific research by world renowned research institutions (see [www.palmyra-research.org](http://www.palmyra-research.org)). Staff are hired on a rotational basis for approximately 4 months at a time to run the research station and camp facilities. Board and lodging are provided while on-island.

The Galley/Housekeeping Manager is responsible for the management and daily operation of the Palmyra Atoll research station galley and housekeeping departments. Accountable for developing and implementing a plan that ensures: the timely preparation and delivery of high quality meals to a variety of audiences; the on-going maintenance and cleanliness of station accommodations and all facilities; the maintenance and cost effective control of food, beverage and other operational supply inventories and other duties as assigned by the Field Station Manager and Palmyra Program Deputy Director. Overall responsibility of the department includes: food & beverage, housekeeping and non-technical maintenance, departmental accounting and budgeting, administration, supervision, and safety. Must also support and engage in community chores and activities and strive to build and maintain a positive community environment.

This is a rotational position with the opportunity to return for future employment based on performance. Rotations require residence on Palmyra Atoll with no option of leaving until rotation is complete.

### BASIC QUALIFICATIONS

When applying, please address how you meet all these basic qualifications in your cover letter.

- Bachelor's degree in related field and 2 years related work experience in hotel/lodging or food & beverage management or other similar guest facility or equivalent combination of education and experience.
- 1 year experience in housekeeping or stewarding supervision and management.
- Experience maintaining a sanitary work environment; Serve Safe or equivalent certification.
- Experience in inventory control and ordering.
- Cumulative 1 year experience working in a confined community such as aboard a ship, field camp, or remote field station.
- Competent written and verbal communication
- Experience in MS Office, Word and Excel, advanced computer functions and navigating the Internet.

### ADDITIONAL JOB INFORMATION

The Galley Housekeeping Manage will work 6 days per week, in variable weather conditions (hot, humid, wet), at a remote location, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings
- require living on Palmyra Atoll with no option to leave for up to 6 months
- requires living with a small community of people 24/7
- require employees to be on call on 48 hour shifts to allow for 24 hour a day emergency coverage
- require employees to assist with community chores even on days off.

The successful candidate must possess, or be able to obtain, a valid Passport with an expiration date later than your term of employment, proof of a physical examination showing good physical health and a current tetanus vaccination. In addition, TNC requires staff to obtain a membership in an Emergency Evacuation Service. More information on these issues can be obtained and it is expected that the successful candidate cover the costs associated with these items.

#### **BENEFITS**

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

#### **HOW TO APPLY**

Please complete an online application at [www.nature.org/careers](http://www.nature.org/careers) and upload a cover letter that addresses how you meet the basic qualifications listed and a resume.

#### **EOE STATEMENT**

The Nature Conservancy is an Equal Opportunity Employer.

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