Job Description

Job Title: Assistant Cook/Housekeeper
Job ID: 10770
Location: Palmyra
Full/Part Time: Regular
Regular/Temporary: Regular

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

The Nature Conservancy is a leading conservation organization working globally to protect ecologically important lands and waters for people and nature. 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 tiny 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. As the only refuge within 450,000 square miles of ocean, this tiny atoll has an ecological "footprint" that far exceeds its borders.

Long recognized as an ideal natural laboratory, Palmyra's research station and camp facilities supports scientific research by major research organizations. To run the research station we are looking to hire staff on a rotational basis for up to 4 months at a time.

The Assistant Cook/Housekeeper is responsible for meal planning and preparation of breakfast, lunch and dinner for field station guests, staff, volunteers and visiting vessels. Responsible for stocking and rotation of all kitchen inventory, as well as general galley and kitchen clean-up including dishes, floors, storage areas, refrigerators and freezers. Responsible for assisting with set-up and cleaning of all field station cabins, associated living areas, and recreation areas. Responsible for laundry service and other duties as assigned by the Galley Housekeeping Manager or Field Station Manager.

This is a rotational position of approximately 4 months, 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; transportation, room and board provided.

BASIC QUALIFICATIONS

- High school diploma and 1 - 2 year’s culinary experience in a professional food services environment.
- Working knowledge of kitchen operations including: baking, sautéing, grilling, and the preparation and proper handling of meat, fish, assorted cold foods, and demonstration of safe knife handling skills.
- Experience maintaining a sanitary work environment; Serve Safe or equivalent certification preferred.
- Experience with basic housekeeping and laundry duties.
- Ability to perform work that requires physical mobility, sometimes under adverse conditions.
- Ability to lift up to 50 pounds.

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

ADDITIONAL JOB INFORMATION
OTHER KNOWLEDGE AND SKILLS DESIRES:
• PC familiarity, including database knowledge.
• First Aid and CPR certification desirable.

ADDITIONAL JOB INFORMATION

The Assistant Cook/Housekeeper 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 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 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 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.