

JOB DESCRIPTION

JOB TITLE Assistant Cook/Housekeeper
JOB FAMILY Conservation
JOB NUMBER 450002 (Conservation Practitioner II)
SALARY GRADE 2
STATUS Hourly
DATE August 2015



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, 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 and 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.

Palmyra's research station supports scientific research by the world renowned research institutions making up the Palmyra Atoll Research Consortium (PARC) (see www.palmyra-research.org). Staff are hired on a seasonal basis for approximately 3 months at a time to operate the research station and camp facilities. Board and lodging are provided while on-island.

TO APPLY:

Please complete an online application at www.nature.org/careers and upload a resume and cover letter. Please explain how you meet the minimum qualifications listed. Review of applications will be on-going as needed as assignments are seasonal and filled year round.

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.

ESSENTIAL FUNCTIONS

The Assistant Cook/Housekeeper is responsible for assisting with set-up and intense cleaning of all field station cabins, associated living areas, bathrooms, showers and recreation areas. Responsible for some meal planning and preparation of high quality 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 laundry service and other duties as assigned by the Galley Housekeeping Manager or Field Station Manager.

RESPONSIBILITIES & SCOPE

- 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 will involve considerable physical exertion and/or muscular strain, frequent possibility of injury, long hours in isolated settings, exposure to petroleum products, paint and fuels, employees to be on call on 48 hour shifts to allow for 24 hour a day emergency coverage, employees to assist with community chores even on days off.
- Ability to live and work productively within a small and confined community on a remote location for up to 3 months.
- Work and communicate effectively with a diverse group of people, including scientists, field station staff and others, providing and obtaining needed information to ensure smooth operations.
- In the event of an emergency atoll staff may be tasked with specific duties to ensure communal safety and welfare. This may include responding to minor/major medical emergencies, tsunami evacuation events, marine rescue events, fuel spills and/or fire containment, etc.
- May supervise staff, or help plan, direct or convey work instructions to other staff or volunteers.
- Independently analyze and diagnose problems then develop and implement appropriate solutions.
- Consult with supervisor to develop plans for resolution of unusual or complex problems.
- Identify and disseminate lessons learned, best practices and methods, tools, consistencies and inconsistencies across seasons.

MINIMUM QUALIFICATIONS

- High school diploma and at least 6 months culinary experience in a professional food services environment within the last 5 years.
- Current 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.
- Experience with housekeeping and laundry duties.
- Ability to perform physically demanding work and lift up to 50 pounds, sometimes under adverse conditions.
- Cumulative 1 year experience working in a confined community such as aboard a ship, field camp, or remote field station.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- PC familiarity, including database knowledge.
- First Aid and CPR certification.

**ORGANIZATIONAL
COMPETENCIES**

Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.
Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.