The Hurricane Island Center for Science and Leadership is a transformative learning community on Hurricane Island in Penobscot Bay, Maine. Our mission is to integrate science education, applied research, and leadership development through year-round educational programs and a seasonal, environmentally-sustainable island community. Through experiential education programs and research opportunities in STEM disciplines we aim to excite people about doing science and about being leaders in the next wave of scientific discovery and environmental conservation.

The **Kitchen Manager** would live and work on Hurricane Island, in charge of both the organization and management of the campus’ kitchen, while working with the kitchen and program staff to prepare and serve of 3 meals a day for an island community of 40-60 people. This person must reflect HICSL’s core mission of leadership and sustainability, through oversight of food service and kitchen operations, and thoughtful food purchasing, preparation, and waste management (trash, compost, recycling etc.). The **Kitchen Manager** will work closely with the HICSL Director of Operations to ensure health and safety standards are met and HICSL's Program Director to ensure that programs and participants are supported.

**Specific Responsibilities**

* Overall management and oversight of the HICSL kitchen;

  * Management of kitchen staff, including menu planning, daily/weekly staff scheduling;

  * Organizing and execution of menu planning, food provision ordering 2x/week from HICSL's food vendors;

  * Organization and cleaning of all food storage areas (dry and cold storage);

  * Prepare/oversee the preparation and service of 3 meals a day for an island community of 40-60 people (staff and program participants) that provides variety, nutrition, and food group balance across all meals;

  * Coordination with HICSL Program Director/Program Manager to obtain and plan for food allergies and dietary restrictions for all program participants and staff;

  * Manage and maintain a safe and clean kitchen environment to meet and exceed the health and sanitization standards set forth by the Maine Food Code regulations and the Maine Department of Health and Human Services Health Inspection Program;

  * Oversight of HICSL Food Budget, including submitting weekly expense reports, receipts, and budget tracking to Director of Operations;

  * Create and maintain an open, welcoming environment in the kitchen that is consistent with HICSL's core values and that supports a diverse educational learning community, including instructing interns and program participants about food systems, production, and nutrition;

  * Participating as a full member of HICSL's intentional community, including:

    * Following and enforcing campus policies and community expectations;

    * Welcoming visitors to the island and communicating about HICSL's mission and work;

    * Participating in community tasks including daily and weekly chores; and,

    * Performing other duties relating to the organization’s goals and mission as required.

**Application Submission:** Please submit your application and all pertinent documentation through our online portal

https://hurricaneisland.campbrainstaff.com
A successful candidate must possess these Essential Qualifications:

* General knowledge of commercial kitchens and required operations;
* Documented management experience (include at least one reference) that includes experience supervising and mentoring staff;
* Cooking experience in large-scale/commercial kitchen;
* ServSafe Certification;
* Extremely well organized with high attention to detail;
* Hard working, strong oral and written communication skills, and the ability to work independently and as a positive group member;
* Self-reliant, motivated, and able to function under limited supervision
* Demonstrated initiative to identify and complete projects and work independently or as part of a team with minimal supervision;
* Proficiency working with Microsoft Word and Excel (or equivalent);
* CPR and First Aid certification or willingness to complete training at your own expense prior to beginning of employment;
* Ability to manually move, lift, carry, push, or pull objects or materials that often exceed 50 lbs;
* Ability and willingness to work and live in a remote, island community with rustic and off-the-grid accommodations where all staff share living and work spaces;
* Work evenings, weekends, and holidays as needed; and,
* U.S. Citizen or non-citizen permanent resident.

Preferred additonal qualifications include:

* Teaching experience and or experience working in an educational environment;
* Experience with Sustainable Food Systems;
* Experience with farms, gardens, and composting;
* Experience living in remote places and/or in a community work environment; and,
* Experience with foraging for wild edibles with knowledge of New England terrestrial and/or marine ecology.

Compensation:

The Kitchen Manager will receive room and board while on Hurricane Island in addition to a competitive salary, paid bi-weekly. This is a paid, contracted position without benefits.

Application materials: (application review begins Feb 1 and continues until positions are filled)

* Completed electronic application at https://hurricaneisland.campbrainstaff.com
* Cover letter explaining your interest in this position and your relevant experience;
* A letter of recommendation from supervisor or other professional who can speak to your strengths, abilities, and qualifications; and,
* College transcript (unofficial is acceptable) if applicable - not required for this position.