

This is a paid, contracted position without benefits. Employees receive rustic housing for the entirety of their contracted employment and meals are provided when on Hurricane island. Wages are commensurate with experience.

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



About the Position

The Hurricane Island Center for Science and Leadership (Hurricane) is seeking an experienced Galley Manager/Head Cook for our 2022 island season. This position requires living and working on Hurricane Island. The Galley Manager/Head Cook works cohesively with the Island Operations Director for all aspects of food service for three meals a day and any special island receptions for donors or farm-to-table dinners. The Galley Manager/Head Cook should reflect Hurricane's core mission of leadership and sustainability through positive energy and enthusiasm for sustainable food practices and systems including thoughtful food purchasing, meal and event preparation, and waste management (e.g., trash, compost, recycling). The Galley Manager/Head Cook is expected to be integrated into the day-to-day operations of the island and help Hurricane maintain our collaborative and intentional community. A successful candidate must be well-organized, flexible, and able to function in a dynamic working environment. Additional responsibilities to those described here may be required, as needed.

Responsibilities & Expectations

- Management and oversight of Hurricane's galley and all galley support staff.
- Directly involved in the planning, preparation, and delivery of three meals a day for 40-60 people ranging in ages from middle school students to adults.
- Delivery of successful and timely food service.
- Foster and maintain a rotating weekly schedule in HICSL.works (organizational software) for all galley staff to ensure adequate staffing at all times.
- Oversee menu planning for programs to ensure dietary needs and food allergies are addressed, as well as attention to variety, nutrition, and food group balance.
- Manage all food procurement, vendor relations, and online ordering including organizing the logistics of food deliveries to the island with support from the Island Operations Director and Program Manager.
- Oversee the food program budget and expense tracking.
- Responsible for the galley's cleanliness, food storage, and overall organization including pre- and post-service dishes.
- Ensure Maine Food Code health and sanitation regulations are followed and enforced.
- Troubleshoot and solve any issues that arise regarding food preparation, service, or staff challenges.
- Build and maintain an open and welcoming environment in the kitchen that is aligned with Hurricane's core values and that supports a diverse educational learning community.
- Act as the liaison between the kitchen and the rest of the campus staff in communicating kitchen needs, safety trainings, and departmental expectations.
- Create both structured and spontaneous opportunities to teach about food systems, production, and nutrition.
- Ensure all galley equipment is running properly and make improvements when possible.
- Participate as a full member of Hurricane's intentional community, including following and enforcing campus policies and community expectations, welcoming visitors to the island and communicating about Hurricane's mission and work, participating in community tasks, performing other duties relating to the organization's goals and mission as required.

Essential Qualifications

- Large-scale/commercial food preparation and kitchen management experience.
- Current ServSafe Manager Certification.
- Experience and competency with managing a budget and expense tracking.
- Accommodating dietary requirements for allergies and sensitivities.
- Experience with service for groups ranging from middle school age to adults.
- Knowledge of sustainable food practices and systems.
- Experience in the supervision, management, and development of staff.
- Demonstrated leadership roles, strong work ethic, attention to detail.
- Ability to remain flexible and approachable under pressure to multi-task and problem solve all aspects of service.
- Demonstrated initiative to identify and complete projects by working independently or as part of a team with minimal supervision.
- Strong oral and written communication skills.
- Proficiency with Google Drive, Microsoft Word, and Excel.
- Capable of safely lifting 50lbs of weight and working on unstable surfaces.
- Ability to work in a noisy, energetic environment while remaining welcoming to community members.
- 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.
- Interest and enthusiasm for working with youth.
- Work evenings, weekends, and holidays as needed.
- Demonstrated initiative to identify and complete projects and work independently or as part of a team with minimal supervision.
- Effective communication and interpersonal skills.
- U.S. Citizen or non-citizen permanent resident.

Preferred additional qualifications include:

- Teaching experience
- Knowledge and experience with farms, gardens, composting
- Certification in basic CPR/First Aid, Wilderness First Aid, or Wilderness First Responder.
- Working experience with racial and ethnic minority groups, English language learners, urban youth, low-income communities, immigrant communities, LGBTQ communities, people with special needs, and other groups that are underrepresented in the field of environmental education

There are many complications related to planning and running in-person programming on Hurricane Island in the time of Covid. At this time, we fully intend to move forward with hiring for 2022. It is important to note that circumstances and decision making connected to Covid may require changes to the start date and overall hiring status for seasonal employees. We will make every effort to keep seasonal staff applicants and hires informed about Board decisions that impact the status of our 2022 on island season and our ability to offer employment.

Required Application Materials Applications are due on a rolling basis unless otherwise indicated in the specific job description.. We will continue to review applications until the position has been filled.

- Cover letter explaining your interest in this position and your relevant experience
- Resumé or CV, which includes contact information for two references.
- We want a complete picture of you so don't be afraid to include details that may not pertain directly to this job.
- Letter of recommendation from an academic/industry professional who can speak to your strengths, abilities, and opportunities for personal and professional growth.
- Copies of any relevant certifications.



Hurricane Island Foundation is dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, or national origin. Because we work with middle and high school students, we are required to do background checks on all seasonal and full-time staff.

Please submit your application through <https://hurricaneisland.campbrainstaff.com>