

Job Description

Job Title:	Galley/Housekeeping Manager, Palmyra Atoll
Job ID:	39165
Location:	Palmyra
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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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.

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). Staff are hired for a 3 month assignment 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 seasonal assignment with the opportunity to return for future assignments based on performance. Assignments require residence on Palmyra Atoll with no option of leaving until season is complete.

- Bachelor's degree in related field and 2 years related work experience 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.
- Ability to complete tasks independently within assigned time frames.
- Ability to manage multiple priorities, with assignments sometimes coming from a number of sources, and ability to work independently.
- Working knowledge of Microsoft Office suite.
- Strong administrative skills including attention to detail and numerical ability. Ability to plan, administer and record results of work-team meetings and activities.

Please address in your cover letter how you meet these 7 basic qualification.

*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.

*Experience in MS Office, Word and Excel, advanced computer functions and navigating the Internet.

*Experience performing physical work and ability to lift up to 50 pounds

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 3 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

Please complete an online application at www.nature.org/careers and upload a resume and cover letter. Please explain how you meet the 7 basic 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 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.

Failure to complete all of the required fields may result in your application being disqualified from consideration. The information entered in the education and work experience sections are auto screened by the system based on the basic qualifications of the position.

You must click submit to apply for the position. Click save if you want to be able to return to your application and submit it later. Once submitted, applications cannot be revised or edited. The Nature Conservancy is an Equal Opportunity Employer.

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