

## Job Description

**Job Title:** Assistant Cook/Housekeeper, Palmyra Atoll  
**Job ID:** 39166  
**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.

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](http://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 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 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.

\*High school diploma and 1-2 years culinary experience in a professional food service environment.

\*Working knowledge of kitchen operation including; baking, sautéing, grilling, and the preparation and proper handling of meat, fish, assorted cold foods; and demonstration of safe knife skills.

\*Experience maintaining a sanitary work environment. Serve Safe or equivalent certification preferred.

\*Experience with basic housekeeping and laundry duties.

\*Ability to follow instructions from colleagues, complete tasks independently with respect to timelines.

\*Ability to perform physical work that requires mobility, sometimes under adverse conditions.

\*Ability to lift up to 50 pounds.

\*PC familiarity, including database knowledge.

\*First Aid and CPR certification desirable.

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

\*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.

\*Experience with basic housekeeping and laundry duties.

\*Ability to perform work that requires physical mobility, sometimes under adverse conditions.

\*Cumulative 1 year experience working in a confined community such as aboard a ship, field camp, or remote field station.

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

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: <br />• require considerable physical exertion and/or muscular strain <br />• present frequent possibility of injury <br />• require long hours in isolated settings <br />• require living with a small community of people 24/7 with no option to leave for 3 months <br />• require employees to be on call on 48 hour shifts to allow for 24 hour a day emergency coverage <br />• require employees to assist with community chores even on days off  
To apply , submit resume and cover letter as one document.

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 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.

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