

# HOLLYHOCK

**Position:** Second Cook

**Reports to:** Kitchen Manager

**Start Date:** Mid April, 2019

**Hours and Location:** Full-time Seasonal (April-October), on Cortes Island

**Wage:** \$15 -17 per hour

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## ABOUT US

**Hollyhock exists to inspire, nourish, and support people making the world better.** From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock has been transforming North American society for over 37 years. Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

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## ABOUT THE ROLE

Hollyhock cooks have a passion for creating beautiful and delicious foods that enliven and nourish all. Second Cooks have a positive and friendly attitude, are committed to proper sanitation and share a strong work ethic. They are willing and able to learn and they are open to following directions, receiving feedback, and offering their highest abilities and efforts to all jobs at hand. This position requires cooks who are inspired to feature the garden's daily harvest within all meals and integrate our garden's organic vegetables, herbs, edible flowers, and fruits. It is integral that meals are offered on time, the food is beautiful, fresh, healthy, and prepared to the highest standards with positive energy. Working in the Hollyhock kitchen is a team-centered environment. It is a place where guests, students, and presenters experience and taste on a daily basis the actions of what Hollyhock is essentially about – nourishing and inspiring people.

This position is exposed to continuous deadlines, long hours working on your feet, and operating kitchen equipment where safety is of utmost importance. You may be asked to work outside of regular working hours or split shifts as needed, which may include evenings, weekends, holidays and extended hours as business dictates.

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## ABOUT YOU

You truly love cooking and preparing wholesome and delicious ingredients. You offer high quality in your food preparation skills. You conduct yourself professionally and are committed to clear and mature communications. You enjoy people and are friendly; yet always maintain that your foremost focus is on your kitchen responsibilities, tasks, and duties. You have a high level of personal hygiene, are reliable, respectful, timely, and responsible. You enjoy working with others within a team environment and are able to receive directions and feedback, listening in a receptive manner. You are at ease with the high-pressure daily deadlines, and manage your time

wisely. You are organized, dedicated, energetic, and willing to self-initiate your tasks once routines are learned.

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## KEY RESPONSIBILITIES

- Receive directions from the First Cook and carry through with specific assigned tasks.
  - Be well prepared, on time, and rested for each shift; following through with a positive, professional attitude and outlook.
  - Restock and clean toast bar and fruit bowl regularly.
  - Set the table for meals and clear table after meals.
  - Restock all food items throughout the food service period.
  - Dress in a safe, clean, and professional manner at all times. Must wear closed-toed non-skid shoes, long pants, t-shirts, or long sleeved shirts (no sleeveless shirts) and no hand or wrist jewelry. Fingernails must be kept short and clean, and hair must be tied up or covered by a hat or scarf.
  - Maintain clean and sanitary working conditions at all times.
  - Legibly label, date and store leftover foods.
  - Clean kitchen after every shift, restock all kitchen areas.
  - Share recycling, garbage, and laundry duties with other 2nd/3rd Cooks
  - Assist whenever needed, until all tasks are completed; foster a team environment.
  - Record, note, and inform 1st Cook when ingredients need restocking.
  - Maintain a highly sanitary, organized kitchen and work area. Cleanliness of fridge, freezer, floors, counters and all food production areas should be a source of pride and action.
  - Apply the safe operation of kitchen equipment and report to 1st Cook and/or Kitchen Manager any noticed safety hazards, in a timely manner.
  - Other duties as assigned.
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## QUALIFICATIONS

- 2+ years in the food service industry.
  - Food Safe Certification is required.
  - Familiarity with a variety cooking and baking techniques.
  - Knowledge of contemporary vegetarian cooking.
  - Ability to read and follow recipes.
  - Strong knife skills.
  - Excellent verbal and written communication skills.
  - Interpersonal and customer service skills a must.
  - Organizational skills and self-starter abilities.
  - Able to lift and carry up to 40 pounds and able to navigate stairs multiple times daily.
  - Occupational First Aid certification is an asset.
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## **APPLY**

This position is open until it is filled. Please get your application in as soon as possible.

Apply by emailing [rebeka@hollyhock.ca](mailto:rebeka@hollyhock.ca) with your resume and cover letter.

Please note: only short-listed candidates will be contacted.

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.