

KITCHEN COORDINATOR – NORTH ISLAND KAYAK

North Island Kayak delivers world class guided kayaking tours of Johnstone Strait & the Broughton Archipelago, from Telegraph Cove on northern Vancouver Island, to thousands of guests each summer between the months of May and September. Our goal is to provide guests with a spectacular wilderness vacation experience, while ensuring the safety of all and minimizing any negative environmental effects of our presence. Maximum staffing levels are reached in the months of July & August when our team reaches approximately 35 people.

As our multi-day kayak tours include all meals, we operate a food warehouse/kitchen facility where our guides to prepare the provisions for the tours they are guiding. On any given day, several guides will be preparing for tours ranging from 2-8 days with up to 12 guests per trip. The Kitchen coordinator is responsible for the selection, organization, cleanliness and efficiency of our food and kitchen facility.

Primary Responsibilities

- Receiving and processing customer's medical information for multi-day trips.
- Compiling guest/trip information into our software program.
- Selecting meals for the tour from our meal plan.
- Ordering, receiving, and organizing (FIFO) required food for tours
- Minimize waste and loss.
- Ensures food and supplies are regularly inventoried.
- Maintains general cleanliness, safety & security of our kitchen facility.
- Specialty item distribution to guide
- Does tour laundry – wash, dry , fold , organize.
- Duties as assigned

Secondary Responsibilities

- Back up for phone and email admin and store duties.

Required Qualifications & Experience.

- A strong self-starter. Responsible, reliable, decisive & mature.
- Ability to work alone with little supervision
- Ability to work in a dynamic and energetic team environment.
- Computer function & communication skills
- Food Safe
- A valid driver's licence.
- Ability to lift up to 50lbs

Period of Employment and Compensation

Our Customer Service team need to be available full time in Telegraph Cove between May & September. Weekend & evening work will be required. Pay depending on experience and qualifications.

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Accommodation

As accommodation in Telegraph Cove is expensive and can be a challenge to find, North Island Kayak offers affordable, dry camping spaces. Some basic, off-the-grid, unfurnished cabins may also be available. Small trailers or tents welcome. Rooms available in small rudimentary house for office staff.

The Telegraph Cove Resort Campground offers full or partial service sites. Port McNeill, a 30-minute drive from Telegraph Cove, offers apartments and rooms for rent.

Employee Benefits

- An opportunity to work for an industry leading organization in a beautiful area with spectacular wildlife.
- Great opportunity for long term career advancement & development
- A great work environment with very competitive pay rates.
- Team based continuous learning skill development with subsidized further training opportunities.
- Access to Pro-deal purchases from leading outdoor suppliers
- Discounted opportunities to partake of other Telegraph Cove activities and attractions.

Application Requirements

To apply please review the following requirements and send us an email hr@kayakbc.ca . Please clearly identify the position applied for and include the following information.

- A current resume & cover letter detailing why you are interested in and qualified for the position.
- Contact details for at least two work references. If you are at college or university, provide one faculty reference.
- Expected salary & availability dates.
- A current Photo.

About Telegraph Cove.

Telegraph Cove is a tiny village on the north east side of Vancouver Island. Its remoteness, abundance of wildlife, fishing, whale watching (specializing in Orca& Humpbacks) and kayaking opportunities bring thousands of tourists in the summer months. The largest nearby town is Port McNeill about half an hour's drive away.