

North Island Kayak

Kitchen Coordinator

North Island Kayak delivers world class guided kayaking tours to thousands of guests each summer between the months of May and September. Situated in Telegraph Cove on North Vancouver Island, our eco-friendly tours include the Johnstone Strait & the Broughton Archipelago. 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.

Working closely with our Reservations Supervisor and Operations team, the Kitchen Coordinator is an integral part of our team. Our multi-day kayak tours are inclusive of all meals, therefore we operate a food warehouse/kitchen facility where we prepare the provisions for the departing tours. On any given day, we will be preparing for tours ranging from 2-8 days with up to 12 guests and 2 guides per trip. The Kitchen Coordinator is responsible for the selection, organization, cleanliness and efficiency of our food and kitchen facility. They will also prepare and pack the food for departure as well as supervise an assistant.

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
- Planning, preparing and packing food for departing tours
- Ordering, receiving, and organizing (FIFO) required food for tours
- Minimize waste and loss
- Ensures food and supplies are regularly inventoried.
- Maintains general cleanliness, safety and security of our kitchen facility
- Specialty item distribution to guides
- Does kitchen laundry – wash, dry, fold, organize
- Duties as assigned

Secondary Responsibilities

- Back up for phone and email admin and store duties

Required Qualifications and 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 needs to be available full time in Telegraph Cove between May and September. Weekend and evening work will be required. Pay depending on experience and qualifications.

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 and development
- Access to accommodation
- 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 and 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 and availability dates.

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 and 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.