

# HOLLYHOCK

**Position:** Third Cook

**Reports to:** Kitchen Manager

**Start Date:** Mid April 2019

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

**Wage:** \$15.00 per hour for 18 years and older / \$13.00-\$15.00 per hour for students

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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

Third Cooks are responsible for the taste and appearance of our food preparations. The Third Cook ensures that health and safety standards are followed during all food preparation at their assigned station. Third Cooks are responsible for the cleanliness and appearance of their station and the kitchen in general. They 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 are open to following directions, receiving feedback, and offering their highest abilities and efforts to all jobs at hand. 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. This position 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 like a fast paced, thoughtful environment that will challenge you to be your best self. You want to learn, grow, and are ready to work as a key member of a team. You have a willingness to develop knife skills, and a desire to learn all aspects of preparing wholesome, delicious meals. You enjoy people and are friendly; yet always maintain that your foremost focus is on your 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 organized, dedicated, energetic, and are willing to self-initiate your tasks once routines are learned. You conduct yourself professionally.

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## KEY RESPONSIBILITIES

- Receive directions from the First Cook or Second Cooks 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.
- 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.
- Wash all dishes created by the kitchen and guests.
- Wash lettuce and prepare salads to Hollyhock standards.
- Prepare teas, salad dressings, salads and needed prep items for the day as designated by the First or Second Cooks.
- Sort and put away dishes, restock dishes and cutlery.
- Assist with the training of new staff and Resident Service Program participants.
- Delegate tasks to Residents and check for task completion.
- Complete all duties, daily, as listed on check lists and daily task lists.
- Share recycling, garbage, and laundry duties with 2nd/3rd Cooks and Kitchen Helpers.
- Legibly label, date, and store leftover foods.
- Assist whenever needed, until all tasks are completed; fostering a team environment.
- Record, note, and inform 1st Cook when ingredients need restocking.
- Maintain a highly sanitary, organized kitchen and work area.
- 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

- 1+ years in the food service industry, or related work experience.
- Food Safe Certification is required.
- Willingness to learn how to follow recipes and be precise.
- Excellent verbal and written communication skills.

- Organizational skills and self-starter abilities.
  - Interpersonal and customer service skills a must.
  - Able to lift and carry up to 40 pounds and able to navigate stairs multiple times daily.
  - You take pleasure in a sense of accomplishment of a job well done.
  - You need things clean and organized.
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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 [tecwana@hollyhock.ca](mailto:tecwana@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.