

HOLLYHOCK

Position: First Cook

Reports to: Kitchen Manager

Start Date: End of June

Hours and Location: Full-time, Seasonal on Cortes Island

Starting Wage: \$24

ABOUT US

Hollyhock exists to inspire, nourish, and support people who are making the world better. We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, and Homalco Nations; we are committed to renewing and improving our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, seasonal meals, yoga, bodywork, a world-famous garden, hot tubs, and a network of nature trails through our campus and connecting to nearby parks. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe 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. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

Our Hollyhock kitchen team possesses a passion for creating beautiful and delicious foods for a diverse crowd of guests. Our First Cook exhibits empowered leadership within a dynamic high performing team.

This position is responsible for providing the highest quality and maximum production in all areas of food preparation. The 1st Cook is a **team leader**, assisting in managing culinary operations and providing consistent quality food preparation to ensure guest satisfaction. The 1st Cook ensures that health and safety standards are followed during all methods of food preparation. They are responsible for ensuring that the meal is served on time and up to the standards given and for ensuring excellent production resulting in minimal food wastage or spoilage in the kitchen. This position also provides direction and guidance to the 2nd Cooks, hosts, and other kitchen staff in the absence of the Kitchen Manager.

The 1st Cook can work in a busy environment, has the ability and passion to take ownership to execute tasks, and can competently perform a variety of cooking methods and food preparation tasks. The 1st Cook has the ability to write and to follow recipes, weigh and measure food

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accurately, and has an understanding of the major techniques and principles used in cooking, baking and pastry.

The 1st Cook organizes their team and meets the production requirements as communicated by the Kitchen Manager. The 1st Cook will ensure the meal menus and Restricted Diet details are understood, covered and done correctly. In order to do this, they must maintain good communication with the Kitchen Manager and the Registration department, and hosting team in regards to the number of guests, special dietary needs and items that they are expected to cook. All items must be prepared at the highest quality possible. The 1st cook works closely with the hosting team to ensure guest satisfaction and smooth operating of kitchen and other food service areas.

1st Cooks are accountable for following health and safety standards for the work area at all times, and for reporting and correcting safety hazards. They keep the work area clean and will ensure safe operations of kitchen equipment.

Cooks are responsible for following all safety guidelines set out in the Hollyhock Covid-19 Safety Plan to ensure a safe environment for guests & staff. These guidelines include cleaning & hygiene, physical distancing and wearing a mask or other PPE when required.

Working Conditions

This Position is exposed to continuous deadlines, in a fast paced environment. The kitchen area is an open kitchen, the position is expected to exercise exceptional interpersonal skills to ensure customer service/satisfaction, and dress in a clean presentable uniform.. This position is responsible for operating equipment and preparing food in accordance with health and safety standards for their work station. Must be able to lift and carry up to 40 lbs, able to navigate stairs multiple times daily. Must be able to follow company policy in cases of injury or incident, guest complaints/questions, and power outages after hours.

KEY RESPONSIBILITIES

- First Cooks direct the shift's restaurant staff on the day's plan – assigning specific tasks, mise en place, set up, food preparations, instructing each individual's shift responsibilities, guiding 2nd and 3rd cooks.
- Awareness of utilizing foods and ingredients that need to be used first.
- Ensure the daily restricted dietary needs of guests are met.
- Maintain focused, professional, respectful, and constructive communications with the entire kitchen team, the Kitchen Manager, fellow Hollyhock employees, guests and facilitators.
- Guide daily kitchen staff on aesthetics, conduct, & cooking approach, at all times.

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- Communicate in a patient and respectful manner with guests and staff who have questions or queries.
 - Records and notes ingredients in need of restocking, ensuring the entire kitchen has sufficient materials and preparation to meet production requirements.
 - Maintain a highly sanitary and organized kitchen, fridge, freezer and all food production areas.
 - Ensure the food is of highest quality and maintain a clean and organized food production area.
 - Support and assist in the training of new staff.
 - Ensure the safe operation of kitchen equipment by inspecting, reporting and correcting safety issues.
 - Maintain the cleanliness, organization, safety, and the general amicable ambience of work areas.
 - 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.
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QUALIFICATIONS

- Education/Diploma/Degree in culinary arts and/or equivalent experience of 3 years professional cooking.
 - Food Safe certification.
 - Ability to create delicious, interesting meals and read and follow recipes.
 - 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 18 kg (40 pounds) and able to navigate stairs multiple times daily.
 - Occupational First Aid certification is an asset
 - The successful candidate must be legally able to work in Canada and enjoy living in a remote setting
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APPLY

Please apply using the online form at hollyhock.ca/jobs
You will have an opportunity to upload your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.

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