



HURRICANE ISLAND
OUTWARD BOUND SCHOOL

Position: Food Logistics Coordinator 2

Location: Newry, ME

Reports To: Head Logistics Coordinator

FLSA: Exempt

Updated: October 2018

JOB DESCRIPTION

Summary

The Food Logistics Coordinator is responsible for supporting the program functions of the Hurricane Island Outward Bound School's Land Program, with a focus on food ordering, inventory management and on base food provision. Logistics Coordinators are part of the base support staff team under the supervision of the Head Logistics Coordinator.

Essential Duties and Responsibilities

- Manage field and base food inventory, and coordinate the preparation of food for staff and students on base.
- Order food, kitchen supplies, and equipment within budget.
- Ensure that basecamp food supplies are stocked and available to the staff working and living on base.
- Ensure that expedition resupplies of food are packed.
- Plan for and accommodate special diets and food preferences with reasonable and economic alternatives.
- Supervise and collaborate with additional kitchen staff when necessary.
- Maintain a clean and hygienic kitchen, according to regulations
- Assist the basic maintenance/upkeep of base facilities
- Consistently strive to give and receive feedback with co-workers and supervisors
- Support the delivery of the Outward Bound mission and educational framework
- Assist in Logistical work when needed.
- Possess and maintain an excellent driving record
- Willing to work a flexible schedule, averaging 5 days per week.

Safety & Risk Management

- Assist in emergency and non-emergency evacuations
- Consistently role model and teach best practices of self-care, hygiene and safety attentiveness
- Carry out and oversee the compliance of state health regulations in the safe handling, storage, and service of all food items
- Adhere to all local operating procedures, safety policies and emergency procedures outlined in the staff handbook and field staff manual. Report safety concerns and any incidents to supervisors



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Knowledge and Skills

- Experience with cooking, menu and meal planning, and food ordering preferred.
- Possess strong organizational skills and attention to detail
- Mature and responsible with an ability to work well with peers and work well as a team member in a cooperative environment
- Basic computer skills; preferred competency with Microsoft Word and Excel
- Possess Safe Serve Food Service Manager certification or able to study and pass online course and proctored testing.
- Knowledge of cooking for large groups, safe food handling techniques, kitchen and food sanitation systems, nutrition and special diets.

Education and Work Experience

- Food management and cooking experience required
- Field experience in outdoor education programs preferred
- Certification in CPR and Basic Life Support
- Food safety certification preferred

Physical Requirements

- Ability to lift and carry up to 50lbs.
- Ability to effectively operate while on your feet most days, sometimes for long hours
- Able to operate a vehicle for up to 8 hours a day

Compensation and Benefits

- Per diem pay according to Field Staff pay scale
 - Industry-leading training and development opportunities at cost or free
 - Eligible for Pro Deal (after first pay period of work)
 - Eligible for supplemental accident insurance
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Location Specific Details

The Newry Mountain Center serves as the hub for courses in western Maine and northern New Hampshire. We run up to 12 groups of 10 students at a time, they will be mostly out on expedition, except for the last few days as they end their course. Groups typically pack out 7 days of food at a time, and are resupplied during the course. Typically the on base support community consists of logistics staff, base assistants, Course Directors, and a few admin staff. On a typical day there will be up to 10 people on base. When courses start there may be an additional 10-14 people on base while they are getting ready for their courses, or while wrapping up after their courses. On base food is a vital part of the community living experience.

Facilities

The Newry Mountain Center is located in Newry, ME, roughly 15 minutes north of Bethel. The Mountain Center is located on over 350 acres of woodland in the foothills of the Mahoosuc Mountains. The Grafton Loop Trail and Appalachian Trail are within walking distance. The property includes rustic student cabins, several primitive campsites, hiking and running trails, a ropes course and ample parking. The main administrative building has a kitchen, dining hall, classroom, equipment storage and repair areas, offices, phones, wireless internet, library. The staff building has a lounge, showers, laundry and toilet facilities, as well as a kitchen.

Food & Housing

- Room and board are provided for the period of employment. Logistics and support staff may eat meals at the base during their days off.
- Staff live near the main building and staff building in rustic cabins, with access to full facilities in the main building and staff lodge. Staff may also choose to set up personal tents.

Dates

- Hiring is done on a rolling basis. Positions will remain open until filled.
- Training will begin around the first week in May