



## Seasonal Shipboard Position: Galley Coordinator

**Accountability:** Captain(s)

**General Scope:** As the Galley Coordinator, you are an active crew member living and working aboard the historic schooner *Adventuress* with up to 15 other crew and up to 24 other participants during an overnight program and up to 45 on day programs. Programs aboard *Adventuress* range from 3 to 6-day overnight voyages, as well as 3 to 5-hour day sails with students, dockside tours, 3-hour sails for the public, festivals, transits, fundraising events and other day sails.

As the Galley Coordinator, you are responsible for overall (vegetarian) food service on *Adventuress*. Facilitate a healthy shipboard diet with plentiful and nutritious food. Participate and oversee crew in keeping commercially certified galley clean, organized, and compliant with Health Codes. Solicit food donations and manage relationships with donors. Note: Role may require longer or different hours than the rest of the crew, if equipment or system needs repair or maintenance.

**Compensation:** Seasonal Paid Position. \$1300/month. Meals and lodging on the ship, minimum of 6 days off per month, on-the-job training.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in all aspects of shipboard life: chores, sail prep and sail handling, stowing of ship and personal gear, group decision making and process, anchor watch, and ship maintenance.
- Assist in solving problems which may involve the education program, galley, participants, coworkers, volunteers, or the living community, etc.
- Positively represent Sound Experience to participants, public, parents, and teachers through upholding Sound Experience's vision, mission, and values.
- Establish and expect shipboard culture of inclusivity, intentionality, safety, and care for people and the environment. Create a supportive learning platform and a welcoming community.
- Always use prudent judgement concerning the safety of participants and crew and serve as a role model.
- Help train and work with interns and volunteers in shipboard activities
- Participate in crew meetings, feedback sessions, program debriefs, and fill out evaluations as requested.
- Participate in ship and sail handling maneuvers as directed by the Captain and Mate, as able outside of galley duties.
- Responsible for overall organization of the galley. Oversee and actively participate in keeping the galley clean, organized, and compliant with Health Codes.
- Produce, or help facilitate the making of, three high quality vegetarian meals and additional snacks daily.
- Coordinate with the Program Coordinator on the delivery of meals and snacks.
- Utilize menus that are youth-oriented, or appropriate for adults, trip dependent.
- Provide appropriate food options as relates to food allergies or dietary issues of crew and participants.
- Manage galley and food stores to minimize possibility of exposure to allergens (e.g. remove all foods with nuts prior to a trip with a participant with serious nut allergy, etc.).
- Know the emergency response protocols and respond to all shipboard emergencies and emergency drills as assigned.
- Be prepared to deliver galley lessons or presentations to participants(e.g.food resources, sustainable food, etc)
- Train and work closely with Relief Galley Coordinator to ensure comfortability and competency with the galley, food prep and to coordinate shared tasks. "Set" Relief GC "up for success."
- Prepare the menu for crew or volunteers to use when Galley Coordinator is on time off. Work closely



with Relief Galley Coordinator and be sure galley is stocked for relief cooks

- Provide written end-of-season turnover report to the Captain(s) and following Galley Coordinator.
- Maintain an on-going inventory of food stores. Make local shopping trips for fresh and non-bulk items as necessary when in port and solicit food donations whenever possible.
- Manage monthly budget for food and cleaning supplies and work with Chief Mate to coordinate replenishment of cleaning supplies as well as a food resupply schedule. When purchasing for the ship, immediately turn in all receipts to the Captain
- Create a welcoming galley. Solicit assistance (coordinate w/Mate) from shipmates, in galley, as needed. Facilitate watches and participants in galley work during overnight trips.
- Participate in shipboard leadership meetings as able
- Interact and engage students, adults and members of the public daily.
- Willingness to participate in providing medical care to the level of your training.
- Other duties as assigned

**Qualifications:** The qualifications listed below are representative of the knowledge, skill, and/or ability required for the seasonal crew position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 18 years or older
- CPR and First Aid (current certification at time of season start)
- Washington State Food Handlers Card (current certification at time of season start)
- Physical ability to participate in activities, haul, climb, balance, lift, stoop, kneel, sit
- Ability to cook quality vegetarian meals for 12 to 37 people with limited budget, participant engagement, and unique space.
- Ability to pass pre-employment background check and drug test
- Ability to maintain high level of responsibility and accountability. Ability to monitor and supervise activities of shipmates and participants in potentially hazardous situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Strong communication, interpersonal, and leadership skills
- Ability to work in an outdoor environment with inclement weather conditions.
- Ability to work well both individually and as a team member, as well as independently with small groups of students.
- Ability to stay positive when working with crew, adults and/or students over multiple days in relatively confined spaces of the vessel
- Proactive work ethic: willingness to help in any aspects of programming necessary and be flexible

**Desired Qualifications:**

- Prior experience cooking for large groups
- Facilitation or teaching experience
- Experience working with youth (ages 10-17) and/or adults (ages from 18-90).
- Experience in Maritime via other ships, Maritime Academies, etc.
- Sailing experience is preferred, but not required
- Strong preference for medical training at WFR or above

**Mission**

Sound Experience sails the historic schooner *Adventuress* to educate, inspire, and empower an inclusive community that works to improve our marine environment and celebrates our maritime heritage.



## **Vision**

We envision a future where everyone values Puget Sound/Salish Sea and the world's oceans and chooses to act as stewards of their treasured waters.

## **Values**

- Transformative Education - changing our youth, our communities, and our world
- Learning Organization - evolving for and with our people
- Living Sustainably - acting for our waterways
- Partnering - sharing our collective strengths
- Integrity - doing the right thing
- All Are Welcome



P.O. Box 1390  
Port Townsend, WA 98368  
phone 360-379-0438  
fax 360-379-0439  
[www.soundexp.org](http://www.soundexp.org)