

Head Server (Summer 2020)

Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

The Tearoom

Situated in the former farmhouse of an original Cole Harbour farm, the Rose & Kettle Tearoom has been the heart of the Farm Museum for 30 years. The menu is produced from scratch and developed with a farm to fork philosophy, featuring our own garden produce and that of our farming partners wherever possible. It is a bustling 30-seat full food service operation and houses a local craft and artisan inspired gift shop. The tearoom is open seven days a week from May 15th-Oct 15th.

The Position

Reporting to the Tearoom Manager, the head server is responsible for the front of house operations of the Rose and Kettle Tearoom, ensuring the delivery of a responsive customer experience within a welcoming and impeccably maintained food service environment. Hours of work are variable but will be approximately 25 to 30 hours per week. Hours of operation are Monday to Saturday – 10am to 4pm; and Sundays and Holidays – 12pm to 4pm and candidates must be available to work all hours. Additionally, special events and/or private functions may require evening work on occasion. Gratuities are split equally amongst those working for the day.

Duties of the head server will include:

- Managing daily reservations and service plans.
- Dining room preparation, maintenance and cleanliness.
- Kitchen – food service liaison and communications.
- Welcoming and seating of guests.
- Cashiering and daily cash reconciliation.
- Gift shop support, merchandising and maintenance.
- Scheduling of food servers in cooperation with the Manager.
- Responding to museum visitor enquiries, redirecting as required.
- Daily opening and closing procedures.
- Special event and private catering assistance and coordination.
- Assisting with all aspects of food service; order taking, food delivery, table bussing, cleaning & dishwashing.
- Assisting with food preparation as necessary.
- Other tasks as required .

Desired skills/qualification include:

- Experience in a team lead, customer service or quality control role, preferably within the food service industry.
- A demonstrated interest in food service, fresh food and local produce.
- Excellent customer service and oral communications skills.
- Ability to work well with others; the tearoom is a highly collaborative effort.
- Planning and organizational skills.
- First aid certificate, food safety and occupational health & safety certificates considered strong assets.

The Cole Harbour Rural Heritage Society is an equal opportunity employer. Anyone meeting the skill requirements is invited to apply. Rate of pay is \$13.55/hour. Applications should be addressed to **Janice Kirkbright, Executive Director, Cole Harbour Heritage Farm Museum, 471 Poplar Drive, Dartmouth, Nova Scotia, B2W 4L2** or emailed to director@coleharbourfarmmuseum.ca. The interview will be conducted by a panel of a minimum 2 persons consisting of Executive Director, Head Chef, and/or Board Representative.

