

# Kitchen Assistant

## Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

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### 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

We are looking to fill a Kitchen Assistant position for the upcoming season, at approximately 25 - 30 hours per week, though hours will vary. 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.

### Reporting to the Tearoom Manager, the duties of the Kitchen Assistant will include:

- Develop knowledge of recipes and lead in daily baking of scones, homemade bread, tea biscuits, etc.
- Prepare fresh soups with use of the museum garden's bounty.
- Be able to run the kitchen successfully when the chef has days off. At least 2 days per week in the kitchen will be needed.
- Prepare and oversee the salad bar, beverage station and dessert preparation/plating.
- Support the kitchen with garden harvesting/foraging as necessary.
- Willing to work beside the chef for special events; usually there is at least one special event a month.
- Clear tables, wash dishes and maintain cleanliness of all areas of the tearoom on an ongoing basis.
- Support the kitchen with the answering of phone calls, responding to enquiries and taking of reservations.
- Assist with greeting and seating patrons, communicating daily menu specials and taking orders, as required.
- Assist with payment transactions, when necessary.
- Participate in end of day tasks including waste disposal, public facilities cleaning, floor sweeping and mopping.
- Develop awareness of the Rose and Kettle's mission and place within the Farm Museum and promote its unique features to visitors and patrons.

### Desired skills/qualifications include:

- A demonstrated interest in food service, fresh food and local produce.
- Must have baking skills, as we make fresh baked goods daily - scones, homemade bread, tea biscuits, etc.
- Must also be skilled with making fresh soups with use of the museum garden's bounty.
- Excellent customer service and oral communications skills.
- Ability to work well with others – the tearoom is a highly collaborative effort.
- While no formal food service experience is required, it is a definite asset.
- First aid certificate, food safety and occupational health & safety certificates also 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 \$12.55/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.

