

Assistant Food Services Manager 2025

Cole Harbour Heritage Farm Museum, Cole Harbour, Nova Scotia

The Museum

The Cole Harbour Heritage Farm Museum is an original Cole Harbour farm, cultivated continuously for over 200 years. It has operated as a community museum since 1978 and is owned and operated by the Cole Harbour Rural Heritage Society (CHRHS). The museum site is a rural oasis tucked into the middle of a now bustling urban centre, and consists of 12 buildings. Of those, two are historic houses, six are historic barns and outbuildings and the remainder are museum support structures. This "open air" museum also includes gardens, pastureland, pathways and a small wetland and natural reserve. In addition to the heritage buildings, the museum collection consists of approximately 4000 artifacts representing the evolution of agriculture in the area, along with the implements and personal items of the peoples who made Cole Harbour home. A small representation of traditional farm animals is kept on site along with heritage gardens and native species of trees and shrubs, creating our living collection. The site contains a busy tearoom and gift shop within the original farmhouse, as well as a working blacksmith shop, and is a cultural and social hub for the community of Cole Harbour. The Museum operates on a free will donation basis, welcoming over 20,000 visitors per year.

The Tearoom

Inspired by the beautiful Victorian verandah of the Harris House and its plentiful roses, the Rose and Kettle Tearoom has been the heart of the Farm for over 30 years. The verandah was transformed into a tearoom in 1990, and has evolved over the years with the community it serves. Orders can be placed at the cafe-style window, and indoor and outdoor seating are available on a first come, first served basis. Our new interior stylings have been made by our on-site blacksmith, while our farmhouse-style tables have been built by a local craftsman, and are adorned throughout the summer with freshly cut flowers from our gardens.

The Rose & Kettle is a warm and welcoming spot where neighbours and visitors gather to enjoy a delicious homemade meal, or indulge in a sweet treat. The cuisine is a blend of old Nova Scotian favourites, and flavourful delights from around the world, reflective of the diversity of our seaside province. Everything is made in small batches, from scratch, and served on vintage china dishes. Delicious and healthy soups, sandwiches, salads, and other specials are offered on a seasonal, daily-changing menu. Our culinary artists also prepare a selection of cakes, pastries, cookies, and even homemade ice cream!

Cream tea, a well-loved and traditional offering, is always available, as are house-made espresso beverages, coffee, and many flavourings of tea. Ingredients are sourced from local farmers, butchers, fish markets, bakeries, and The Farm's own gardens whenever possible. Foraged and unique ingredients – such as lilacs, haskap berries, dandelions, and nettles – make the Rose & Kettle's offerings especially memorable.



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The Position

The Assistant Food Services Manager supports the Rose & Kettle Tearoom. Based in the historic Harris House, the museum's main reception area, this position fulfills an essential front-of-house and back-of-house role. The position provides ample opportunity for growth and learning through daily cafe service and culinary events, and explores various elements of restaurant management.

Reporting to the Museum Director, duties of the Assistant Food Services Manager shall include:

- Assist with kitchen prep work: preparing baked goods, vegetable chopping, beverage preparation, etc.;
- Assist museum café: delivering orders, clearing tables, preparing coffee/tea and espresso-based drinks, service check-ins, washing dishes, etc.;
- Opportunity for menu collaboration and brainstorming;
- Assist with culinary and special event planning and execution, including: menu preparation, event set up & tear down, and service;
- Cafe maintenance including: sweeping, mopping, assisting with daily opening and closing procedures;
- Operate cash register to complete transactions for tearoom and gift shop customers;
- Emphasize and promote museum garden through reception display; cutting fresh flowers for reception area, showcasing harvest, etc.;
- Promote museum sustainability practices, such as emphasis on the role of the garden in tearoom operation (growing produce for use in tearoom, tearoom compost used in garden, etc.);
- Other museum duties as needed.
- Contribute to the overall success of the summer season.

Desired qualifications/skills include:

- experience working in a in a cafe, restaurant, or other food service;
- baking and cooking experience considered an asset;
- excellent customer service and oral communication skills;
- ability to work well with others – tasks are generally collaborative though there is plenty of possibility for individual ideas;
- ability to self-motivate and oversee operational duties as required;
- experience in customer service role considered an asset;
- planning and organizational skills;

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- ability to multi-task and manage time effectively;
- a genuine interest in food and support local initiatives;
- desire for continuous learning – each day brings new questions and challenges;
- experience in retail operations/cash handling is considered an asset.
- occasional evening availability;

Working Conditions

- Fast-paced environment;
- Wednesday-Sunday morning and afternoon availability, with occasional evenings;
- Standing for long periods of time;
- Frequent physical demands;
- Potential for burns, cuts, scrapes;
- Repetitive Tasks - lifting, bending, squatting;
- Ability to lift 50lbs/25kg.

The Cole Harbour Rural Heritage Society is committed to developing a workforce that is reflective of the diverse communities it serves, and welcomes applications from all eligible African Nova Scotians, racially visible persons, women (applying for non-traditional positions), persons with disabilities, Indigenous persons and persons of the LGBTQ+ community. Anyone meeting the skill requirements is invited to apply. Rate of pay is \$17.00/hour for an approximately 35 hour work week. This is a summer term position lasting approximately **20 weeks (Mid-May to Mid-October)**. Applications should consist of a cover letter and resume, and should be submitted as PDF documents. They will be accepted until **the position is filled** and should be addressed to **Janice Kirkbright, Executive Director, Cole Harbour Heritage Farm Museum, 471 Poplar Drive, Dartmouth, Nova Scotia, B2W 4L2 or emailed to hello@coleharbourfarmmuseum.ca**. The interview will be conducted by a panel of a minimum 2 persons consisting of Executive Director, Food Services Manager, and/or Board Representative.