



Special Event Cook / Chef – Position Summary

Lake Charlotte Area Heritage Society

Memory Lane Heritage Village is seeking a Special Event Cook for upcoming events and weddings at the Heritage Village. This is a casual position that is supported by the Heritage Village volunteers and staff.

The Heritage Village has between 5 and 12 evening dinners that require a knowledgeable event Cook or Chef. Typically these dinners will be on a Saturday evening, between June and October, with three Christmas dinners held in mid-November. Depending on interest and the number of bookings the Village may have, opportunities to assist the Head Cook also exist during special events like the Cold Waters Seafood Festival and the Antique Car Show.

Duties and Responsibilities

- Prepares menus suitable for weddings and specialized events in consultation with the Visitor Services Manager
- Plans in advance the supplies required for the dinner and typically procures the main ingredients for the dinner. The Cookhouse has all the basic staples normally in stock.
- Procures ingredients in advance of the event, so that volunteers do as much preparation as possible (i.e. peeling & chopping vegetables)
- Manages the preparation of the meal, working within a required time-line which may include appetizers, main meal and dessert.
- Manages assisting staff and volunteers as needed to ensure the meal is plated and served in a timely manner.
- Instructs staff in the clearing up of a meal and ensures kitchen equipment is ready for evening cleaners.

Qualifications and Requirements

- Preferably a graduate of culinary arts or at least 5 years of working in the food industry as a cook.
- Proven ability to cook for large functions.
- Has knowledge of cooking for dietary restrictions (gluten free, diabetic, dairy-free, and vegetarian)
- Has a high standard of cleanliness and has food safety certification
- Must be able to lift 25 kg and be able to handle high temperatures and confined working conditions.
- Is comfortable with a supervisory role and is able to direct assistant staff and volunteers
- Knowledge of baking is an asset
- Valid drivers license and access to own vehicle is preferred

Special Working Conditions

The Cookhouse can be extremely hot and humid at times. During special events the environment can be stressful. Some heavy lifting is required (flour bags, dishes) and accessing ovens requires bending and lifting. The Cookhouse has a modern kitchen with industrial mixer, commercial ovens, propane ranges and an industrial dishwasher.

Workplace Environment

The Heritage Society is an equal opportunity employer committed to equity, diversity and inclusion. Memory Lane is more than just a workplace, it is a vibrant centre within our community and serves the local and visiting public in a variety of ways. We are interested in adding to our team an individual who is passionate about food and understands that you are feeding both our bellies and our soul.

Compensation

Between \$28-\$35 per hour, depending on experience and availability. We are also open to working with a catering company provided this company has appropriate workplace insurance. Contract position is also negotiable. We welcome any expressions of interest, please feel free to call 902-845-1937 and leave a message.

Application Process

Apply by sending resume and cover letter to Selection Committee, Lake Charlotte Area Heritage Society, 5435 Clam Harbour Road, B0J 2L0 or email to jobs@visitmemorylane.ca Questions and expressions of interest may also be sent to this email. **Deadline for applications is April 15, 2024.** Only candidates selected for an interview will be contacted.