



Head Cook – Position Summary

Lake Charlotte Area Heritage Society

The Cookhouse is the heart of the Heritage Village – a place where visitors, volunteers and staff connect to each other and enjoy the camaraderie that good food inspires. The Head Cook is both a Cook and a Host, overseeing a crew of capable volunteer “peelers” and kitchen helpers, summer students and assistant cook.

Duties and Responsibilities

- Prepares shopping lists and helps to procure supplies, ensures supplies are kept well stocked.
- Supervises the preparation of all food required for daily Cookhouse Chow, Special Dinners and Events.
- Supervises all staff, students and volunteers working in the Cookhouse setting.
- Prepares in sufficient quantity, with an eye for not wasting or over-preparing, soups, baked beans, brown and white bread, gingerbread, sandwich materials, etc. on a weekly / bi-weekly basis so that other staff can serve the public when the Head Cook is not present.
- Serves the visiting public by making sandwiches, serving soups, etc., and generally ensuring that the visitors’ needs are met.
- Delegates and communicates what other members of the Cookhouse Team need to do (Assistant Cook, Cookees)
- Ensures that the Cookhouse is clean, including dishes, floors, bathrooms, public serving and dining area.
- Is responsible for working with the Executive Director to create special dinner menus and produce these dinners with the help of staff and volunteers.
- Communicates with the Executive Director and Store staff to ensure that the Cookhouse is prepared for upcoming events.
- Assists with food related duties associated with the running of Memory Lane Heritage Village, as and when required and able, such as set up of Clam Factory for special events, food set up at other locations (i.e. BBQs), feeding of the hens, and harvesting from the garden.

Qualifications and Requirements

- At least 5 years of working in the food industry as a cook
- Has a high standard of cleanliness and knowledge of food safety practices
- Preferably able to lift 22 kg unassisted (assistance can be given)
- Able to handle high temperatures and confined working conditions
- Congenial character, good with public and a true team player
- Is comfortable with a supervisory role and is a natural teacher
- Willing to work weekends and occasionally long days (a flexible schedule is possible)
- Knowledge of bread making is an asset
- Clean criminal record check and vulnerable sector check
- Food safety training and up-to-date WHIMIS certification is required (can be done after hiring)
- Valid driver’s 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. The Head Cook should be able to withstand these conditions and remain in good humour in order to maintain a stress-free and pleasant working environment. 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 industrial dishwasher. Heat pumps are installed, but kitchen can become hot.

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. The Heritage Society is open to flexible and part-time arrangements as well, please inquire.

Compensation

\$20 to \$25/hr depending on level of experience and subject to increase after agreed upon trial period. In addition, 4% vacation pay, all applicable statutory holidays and payroll contributions. Guaranteed 750 hours within the season, with additional hours based on annual event bookings. In general, five days a week 9-4:30 but the Heritage Society is open to discussing flexible or innovative options to meet our food preparation goals including time sharing, evening cooking, and child care. Longer hours may be scheduled when necessary to meet the demands of special events, such as the Antique Car Show. Days worked will vary, including weekends. Work term is typically from mid May to the first week of October, with some weekend events afterwards.

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 in April 15, 2026.** Only candidates selected for an interview will be contacted.