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**EMPLOYMENT OPPORTUNITY**  
**PREP COOK/DISHWASHER**

<b>POSITION TITLE</b>	Prep Cook/Dishwasher
<b>DEPARTMENT</b>	Business Operations – Winner's One Stop Restaurant
<b>SALARY</b>	\$ 17.20 per hour
<b>TERM</b>	Part-time/shift work required
<b>LOCATION</b>	Winner's One Stop Restaurant, 10574 Highway #3 Yarmouth NS
<b>ESTIMATED START DATE</b>	August 2025

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Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

Wasoqopa'q First Nation owns and operates the Winner's One Stop Restaurant located in Yarmouth, NS. The restaurant is an upscale licensed sit-down restaurant with indoor and outdoor seating, a take-out menu, with gluten free, vegetarian and vegan options.

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**POSITION OVERVIEW AND OBJECTIVE**

WFN is currently recruiting for a part-time Prep Cook/Dishwasher that is responsible for assisting the cooks with food preparation, food storage and maintaining clean dishware and food preparation equipment.

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**ESSENTIAL FUNCTIONS AND DUTIES**

- Follows health, safety, and sanitation guidelines for the preparation and service of all menu items, specials and related products
- Refers to the daily prep list at the start of each shift to understand duties
- Prepares a variety of ingredients to support cooks in the preparation and service of menu items in accordance with standardized recipes
- Establishes daily cook stations (hot and or cold side) and stocks them with the necessary supplies to prepare menu for service
- Maintains the work area throughout the shift, keeping preparation and service areas clean and sanitized in observance of safe, sanitary food handling practices
- Adheres to all cost control guidelines that have been established, monitoring stock and notifying the cooks of any product shortages for menu service
- Labels and stocks all ingredients on shelves for organization and accessibility



- Checks freezers, refrigerators, or heating equipment (and record in log) to ensure proper functioning
- Supports the cooks with basic cooking duties of menu items for service
- Ensures the highest standards to ensure consistency in food quality and speed of quality service
- Properly washes, stacks and stores dishware, glassware, silverware, cookware and storage containers, maintaining a clean kitchen throughout shift
- Keeps dish area organized with clean and dry floors and free from clutter
- Changes water machines and sinks regularly in accordance with proper sanitization guidelines
- Assists in the organization and storing of food deliveries, including cold storage and storage shelves
- Maintains trash removal, including emptying of full trash bins and any cardboard at end of each shift
- Adhere to all Wasoqopa'q First Nation Policies, Procedures and necessary store procedures, as required
- Working in a team environment, there may be other duties, training and activities related to the position, as required

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#### **QUALIFICATIONS**

- High school diploma (GED or equivalent will also be accepted)
- Minimum six-months of relevant experience as prep cook and or dishwasher
- Food Hygiene or Food Handlers Certification is an asset
- WHMIS Certification is an asset
- First Aid & CPR Certification is an asset
- Occupational Health & Safety Certification is an asset
- Criminal record check required upon hiring

#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Good organizational and time management skills
- Strong multitasking skills, ability to work in a fast-paced and stressful environment
- Strong ability to work in a team
- Good interpersonal skills, and written and verbal communication skills
- Very good physical condition and endurance
- Manual dexterity, ability to skillfully use hands to prepare ingredients to use in cooking, good knife skills
- Adept in using a variety of kitchen tools and equipment
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion

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#### **WORKING CONDITIONS**

- Hours of work are expected to occur during regular Restaurant hours of 8:00am to 8:00pm, seven (7) days a week (Shifts will be provided within this timeline)
- There may be a requirement for working any shift including mornings, evenings, weekends, and certain holidays
- There are instances of lifting heavy boxes at least up to 50 lb
- Standing for an extended period of time
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment



#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [wos@acadiaband.ca](mailto:wos@acadiaband.ca) \*\*Please quote WOSPREPCOOK# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

#### **DEADLINE TO APPLY**

**Deadline to Apply: Open Until Position Is Filled**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***