EMPLOYMENT OPPORTUNITY

BACK OF HOUSE (BOH) SUPERVISOR

POSITION TITLE	Back of House Supervisor
DEPARTMENT	Retail Business Operations – Gold Bean Café
SALARY	Dependant on successful candidates' qualifications and experience
TERM	Permanent/Part-Time/Shift Work Required
LOCATION	Gold Bean Café – 21 Beechill Road, Chester Basin NS B0J 1K0
ESTIMATED START DATE	November 2026

Wasoqopa'q First Nation owns and operates the Gold Bean Cafe located in Gold River, NS. The café is an upscale licensed sit-down restaurant with indoor and outdoor seating, a take-out menu, specialty coffee drinks, with gluten free, vegetarian and vegan options.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Back of House Supervisor, reporting to the Restaurant Manager, responsible for providing leadership and support to the Back of House team in the daily operations of the Gold Bean Café. This position assists in ensuring excellent food quality, customer service, cleanliness, and compliance with all health, safety and Wasoqopa'q First Nation policies and procedures. The BOH Supervisor is expected to support the Restaurant Manager in building and maintaining a high performing team and act as Manager on Duty when required.

ESSENTIAL FUNCTIONS AND DUTIES

- Provide leadership and supervision of the BOH employees during assigned shifts
- Report directly to and take direction from the Manager for BOH operations
- Build and maintain a positive teamwork environment, promoting professionalism, and accountability
- Assist the Manager with BOH employee training, coaching, development and performance monitoring
- Ensure daily BOH operations run effectively and efficiently
- Ensure BOH employees are completing food prep lists, cleaning schedules and daily checklists as assigned
- Monitor food quality, service, consistency, portion control, and presentation standards, in compliance with all food health and safety, sanitation, workplace safety standards and café procedures
- Assist with inventory management, product rotation, ordering recommendations, and waste minimization
- Ensure BOH opening and closing procedures are completed accurately
- Assist in maintaining staffing coverage and workflow during shifts
- Address customer concerns related to food quality and service as required
- Act as Manager on Duty when assigned by the Manager
- Communicate operational concerns, employee issues, and recommendations to the Manager
- During, shifts, perform duties on the BOH line, preparing, cooking and plating dishes for service in accordance with established recipes
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary store procedures, as required

QUALIFICATIONS

- High school diploma or equivalent (post-secondary training in hospitality or business is an asset)
- 1–3 years of experience in food service, with supervisory or lead-hand experience preferred
- Previous experience in a fast-paced restaurant environment
- Food Hygiene or Food Handlers Certification
- First Aid & CPR and WHMIS Certification is an asset
- Criminal record check required upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Demonstrated time management and organizational capabilities
- Ability to lead and work as part of a high functioning team in a supportive and inclusive manner
- Excellent multitasking skills, with the ability to meet tight deadlines
- Good interpersonal, written and verbal communication skills
- Ability to train, and coach new employees
- Demonstrated computer skills, e.g., Word, Excel, etc.
- 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 Café 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
- A valid driver's license is required, and or access to reliable transportation
- There are instances of lifting heavy boxes at least up to 50 lb

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@wasoqopaq.ca **Please quote BOHSUPERVISOR# on your cover letter.

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: October 26, 2026

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.