



## EMPLOYMENT OPPORTUNITY

### COOK

|                             |                                         |
|-----------------------------|-----------------------------------------|
| <b>POSITION TITLE</b>       | Cook                                    |
| <b>DEPARTMENT</b>           | The Gold Bean Café                      |
| <b>SALARY</b>               | \$19.25/hour                            |
| <b>TERM</b>                 | Permanent/Part-Time/Shift Work Required |
| <b>LOCATION</b>             | Chester Basin, Nova Scotia              |
| <b>ESTIMATED START DATE</b> | September 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

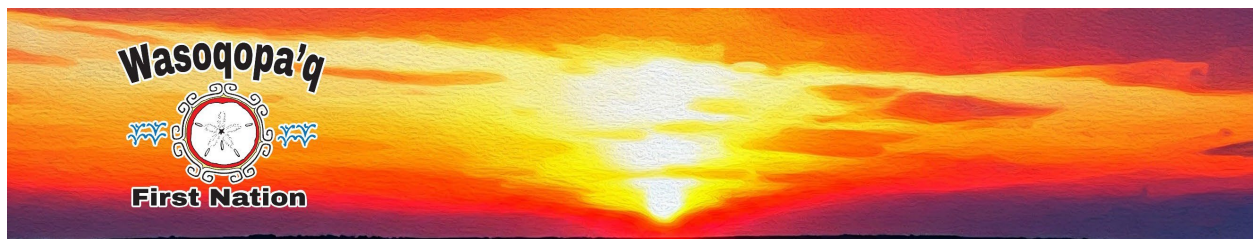
WFN is currently recruiting for a Cook, reporting to the General Manager, responsible for preparing, cooking, and presenting delicious meals and fresh baked goods in accordance with established recipes, quality standards, health and food safety regulations.

#### ESSENTIAL FUNCTIONS AND DUTIES

- Prepare and cook menu items according to company recipes and quality standards
- Coordinate back of house employees during shift to control flow, quality and timeframes from preparation to table
- Provide overall food preparation for all meals (hot or cold side), meals to go and Gold Nugget AFN convenience store
- Ensure all food is prepared, cooked, and stored safely, following food handling and sanitation guidelines
- Maintain a clean, organized, and safe workstation, including kitchen equipment and utensils
- Monitor food inventory, report shortages, and assist in ordering supplies as needed
- Assist with receiving, rotating, and storing food products to minimize waste
- Work collaboratively with kitchen and service staff to ensure smooth operations and timely service
- Follow portion control measures and presentation standards for quality and consistency
- In collaboration with the General Manager, plan and price specials, taking into consideration factors such as current inventory and ingredients costs
- Prepare, package and label On the Go food items for the Gold Nugget AFN convenience store
- Keep equipment operating by following operating instructions, troubleshooting breakdowns, performing preventative maintenance, and calling for repairs, as needed
- Check temperatures of freezers, refrigerators, or heating equipment (and record in log) to ensure the proper functioning

#### CATERING

- Prepare and cook food items according to catering orders and client specifications
- Package, transport, and set up food for off-site events while maintaining quality and presentation standards, as required
- Coordinate with client to ensure timely delivery of catering order and set-up



- Ensure proper storage, handling, and transport of food items to meet health and safety regulations
- Set up food stations or serving areas as required by the client
- Clean and maintain catering equipment, trays and serving items
- Communicate with clients and the General Manager to address special requests, dietary restrictions, adjustments, or concerns

#### **INVENTORY**

- Maintain organized food storage areas in compliance with food safety regulations
- Monitor and track food and supply levels to ensure adequate stock availability for daily operations
- Conduct regular inventory counts and record usage accurately
- Identify opportunities to reduce waste and control costs
- Receive, inspect, and store food deliveries according to safety and quality standards
- Rotate inventory using the FIFO (First In, First Out) method to minimize waste and spoilage
- Report shortages, overages, or discrepancies to the General Manager
- Assist with placing orders for food and supplies as directed
- Ensure the proper disposal process for expired products

#### **HEALTH AND SAFETY**

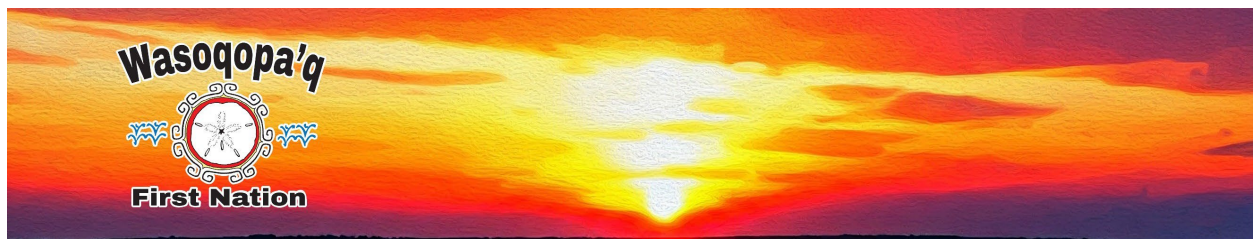
- Ensure proper handling, storage, and preparation of food to prevent contamination and foodborne illness
- Maintain a clean and organized kitchen, including workstations, equipment, and storage areas.
- Use personal protective equipment (PPE) as per the Business Operations Uniform Policy
- Report any hazards, unsafe conditions, incidents and or injuries to the General Manager and or Supervisor to be addressed
- Participate in regular food, health and safety training and implement best practices in back of house
- Ensure compliance with food, health, safety and sanitation guidelines within the workplace including all work surfaces, areas and equipment
- Follow proper lifting, carrying, and equipment-use procedures to prevent incidents and injuries
- Support training and mentoring of new back of house employees as required
- Adhere to the shift schedule and work with other employees for a shift-swapping in the event of emergencies
- Assist in shift coverage when there is a shortage due to emergencies or a sudden lack of employee availability
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary store procedures, as required
- Working in a team environment, other duties, training and activities related to the operational needs of the Gold Bean Café, as required

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#### **POSITION IMPACTS**

The Cook will have an impact on effective operations of The Gold Bean Café, working collaboratively with all employees with the intent to:

- Ensure customer satisfaction and repeat business, directly affecting food quality, safety, and presentation



- Ensure efficient kitchen operations, maintaining smooth service during high-volume periods
- Ensure control of food costs, minimizing waste, and managing inventory effectively
- Ensure compliance with health, safety and sanitation guidelines, reducing the risk of accidents and foodborne illness
- Ensure high quality presentation and service for catering orders
- Ensure contributions within a team environment, maintaining morale in back of house, through collaboration, communication, and adherence to operational standards

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#### **REGULAR WORKING RELATIONSHIPS**

- General Manager
- All employees in the Gold Bean Café and Gold Nugget AFN
- Customers
- WFN members
- Various vendor representatives

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#### **QUALIFICATIONS**

- A culinary arts diploma/culinary skills certification from a recognized educational institution and or equivalent experience
- Previous experience in a commercial kitchen, catering, or food service environment preferred
- First Aid & CPR, OHS, WHMIS and Food Handler's Certification is an asset
- Criminal record check required upon hiring

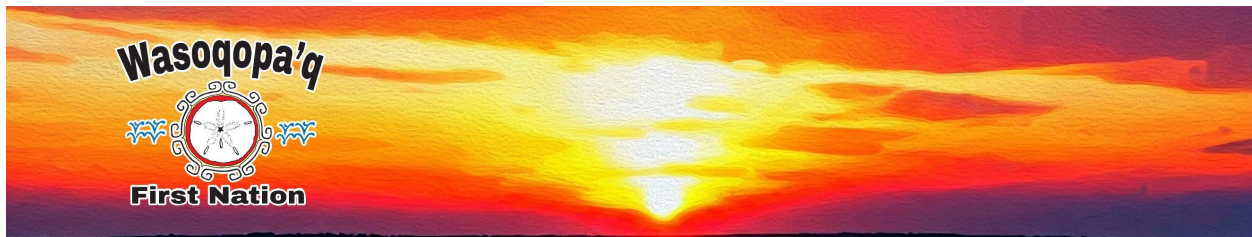
#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Demonstrated knowledge of food preparation techniques, recipes, and portion control
- Understanding of food safety, sanitation, and workplace safety standards (training provided if necessary)
- Ability to operate kitchen equipment safely and efficiently
- Ability to follow directions accurately and adhere to established procedures
- Effective organizational, time-management, and multitasking skills
- Physical ability to stand for long periods, lift up to 50 lbs
- Ability to work cooperatively in a team-oriented environment
- 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 Cafe hours of 8:00 am to 7:00 pm (Sunday to Thursday) and 8:00 am to 8:00 pm (Friday to Saturday) (Shifts will be provided within this timeline), hours may vary depending on business needs
- Flexibility to work varied shifts, including morning, evenings, weekends, and certain holidays
- Work pace may be fast and high-volume during peak service periods
- Prep-Cooks/Dishwashers may be required to lift equipment and or products weighing up to 50 pounds.
- A great deal of time is spent working indoors in well maintained environment with modern and up-to-date equipment



- The position requires prolonged periods of standing, walking, bending, and reaching throughout the duration of a shift
- A valid driver's license is required, and or access to reliable transportation
- Adherence to all food safety, health, and sanitation standards is mandatory

#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [resumes@wasoqopaq.ca](mailto:resumes@wasoqopaq.ca) \*\*Please quote #GBCOOK 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**

**Deadline to Apply: OPEN UNTIL 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.***