



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

<b>Job Title:</b>	<b>Cook /Kitchen Supervisor (Full-Time)</b>
<b>Department:</b>	<b>Lanes at Membertou Bowling Alley</b>
<b>Reports to:</b>	<b>General Manager</b>
<b>Salary:</b>	<b>Commensurate with experience</b>

### About Us:

Membertou is an urban and progressive Mi'kmaq community located on Unama'ki – Cape Breton Island. As one of Canada's Best Managed Companies and the of the first Indigenous community in to achieve ISO 9001-certification, Membertou is an inclusive, forward-looking employer with a strong reputation for excellence, growth, and community impact.

### About You:

You are a culinary enthusiast with a strong understanding of flavor pairings and a passion for fresh, seasonal ingredients. You thrive in a dynamic environment and possess the organizational skills to develop enticing menus and the hands-on expertise to execute them flawlessly. To direct and control the culinary Operations of the business at a high level while implementing, maintaining and abiding by all standards, policies and/or procedures set forth by our Membertou and applicable government agencies.

This includes but is not limited to maintaining high morale in your team and executing/driving excellence in food quality, food preparation & creativity, cleanliness, organization/labor cost/food cost and the ongoing development of the skills of your crew and management of all food service operations.

### Duties and Responsibilities:

- Develop a variety of menu options
- Prepare and cook menu items to a high standard, ensuring consistency and quality.
- Consider dietary restrictions and preferences when designing menus.
- Source high-quality ingredients from local suppliers whenever possible.
- Cost out menus effectively to ensure profitability.
- Manage all aspects of kitchen operations.
- Supervise, coordinate and schedule the activities of staff who prepare, portion and serve food
- Maintain a clean, organized, and efficient kitchen environment, adhering to all food safety regulations.
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Manage inventory and order ingredients
- Ensure timely, professional, cordial and efficient service to guests.
- Ensure that food and service meet quality control standards
- May participate in the selection of food service staff and assist in the development of policies, procedures and budgets
- May plan menus and determine related food and labour costs.
- Adhere to all Occupational Health and Safety rules and regulations.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Any other related duties as required by the General Manager.

### Qualifications:

- 3+ years' experience in food service or hospitality arena.
- 3+ years of supervisory experience
- Post-Secondary culinary training would be an asset.
- Familiarity with Nova Scotia Health and Safety regulations.

- Proven experience in menu development and kitchen operations.
- Strong culinary skills and a passion for creating delicious food.
- Strong service skills. Preparation of food and service to clients will be necessary.
- Previous experience managing a very human culinary team in a high volume, fast paced environment
- Experience with projecting and managing inventory, food cost control, labor cost control, recipe and food preparation management
- Demonstrated ability to communicate clearly and efficiently with patrons and staff.
- Good math and written communication skills.
- Track record of working in a flexible timetable based on employer's requirements.

***Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.***

Resumes and Cover letters/Applications can be submitted to:

Membertou Human Resources Department  
**Attention: Scott Thomas**  
47 Autwen Ma'sl Awti  
Membertou, NS B1S-2P5

Or via email to: [scottthomas@membertou.ca](mailto:scottthomas@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, May 1<sup>st</sup>, 2026, at 4:30 PM**

***Thank you for applying, however, only those selected for an interview will be contacted.***

***Membertou reserves the right to pause, extend or revoke this posting at any time without notice.***