



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title:	Assistant Banquet Chef
Department:	Membertou Trade & Convention Centre (MTCC)
Reports To:	Executive Chef / Culinary Leadership Team
Experience:	Minimum 4 years of progressive professional culinary experience
Position:	Full-time; evenings, weekends and holidays required based on event operations

About the Role:

The Assistant Banquet Chef is a key member of the culinary leadership team at the Membertou Trade and Convention Centre (MTCC), supporting the Executive Chef in the planning, preparation and execution of banquet, catering and special-event food service.

This is a hands-on culinary role designed to provide dedicated banquet leadership. The successful candidate will help coordinate kitchen production, guide culinary staff during events, maintain consistent food quality and presentation, and ensure that service is delivered safely, efficiently and on time in a fast-paced convention and hospitality environment

Duties & Responsibilities:

- Coordinate and support banquet and catering food production from preparation through service, following approved menus, event requirements and production schedules.
- Review banquet event information, guest counts, dietary requirements and service timing with the Executive Chef and other event leaders to ensure the kitchen is fully prepared.
- Provide day-to-day direction to cooks and culinary staff assigned to banquet preparation and service, including task assignment, workflow coordination and quality checks.
- Prepare, cook and plate menu items to MTCC standards for quality, flavor, presentation, portion control and consistency.
- Support the Executive Chef with production planning, food quantities, prep lists, kitchen organization and event-readiness activities.
- Communicate effectively with catering, banquet and service teams regarding timing, menu changes, special requests, dietary restrictions and operational issues.
- Ensure food-safety, sanitation, allergen-management and temperature-control procedures are followed and properly documented.
- Assist with receiving, storage, inventory rotation, waste reduction and responsible use of food and kitchen supplies.
- Maintain clean, organized and safe work areas and ensure culinary equipment is used properly; report equipment or maintenance concerns promptly.
- Support the orientation, coaching and development of culinary team members and contribute to a respectful, productive and team-focused workplace.
- Provide culinary coverage in other food-service areas when operational needs require and perform other related duties as assigned.

Skills & Qualifications:

- Minimum 4 years of progressive professional culinary experience in a commercial kitchen; banquet, catering, hotel, convention-center or other high-volume event experience is strongly preferred.
- Red Seal Cook certification or recognized culinary training is considered a strong asset.
- Demonstrated ability to coordinate banquet production and maintain quality and timing during large or simultaneous events.
- Previous experience providing work direction, training or leadership to cooks or kitchen staff is preferred.
- Strong culinary fundamentals, including food preparation, cooking techniques, knife skills, portion control and presentation standards.
- Food Handler Certification is required or must be obtained within a timeframe approved by the employer; WHMIS certification is required or must be obtained as directed.
- Strong communication, organization and problem-solving skills, with the ability to remain calm and productive in a fast-paced environment.
- Ability to understand and respond appropriately to food allergies, dietary restrictions and special-event requirements.
- Availability to work evenings, weekends and holidays based on banquet and event schedules.

- Ability to stand for extended periods and safely lift, carry, push or move kitchen supplies and equipment weighing up to approximately 50 pounds, with assistance or equipment where appropriate.

Other Duties & Responsibilities

- Maintain positive relationships with Membertou's internal and external customers and ensure 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 the department.
- Comply with Membertou policies, occupational health and safety requirements, food-safety standards and all applicable workplace procedures.
- Perform other department-related duties as required

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

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5 Or via e-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Applications will be accepted until the position is filled.

***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.***