



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title:	First Cook
Department:	Membertou Trade & Convention Centre (MTCC)
Reports To:	Executive Chef / Culinary Leadership Team
Experience:	Minimum 3 years of professional cooking experience
Position:	Full-time; evenings, weekends and holidays required based on event operations

About the Role:

The First Cook is an experienced member of the Membertou Trade and Convention Centre (MTCC) culinary team, responsible for preparing and cooking high-quality food for banquets, catered events and other food-service operations.

Working closely with the Executive Chef and culinary leadership team, the First Cook maintains assigned stations, completes preparation and production efficiently, follows food-safety requirements, and contributes to consistent, timely service in a busy hospitality environment

Duties & Responsibilities:

- Prepare, cook and finish menu items according to approved recipes, production requirements and MTCC quality standards.
- Set up and maintain assigned kitchen stations, including mise en place, equipment, ingredients and service readiness.
- Support banquet, catering and event production by following guest counts, menus, prep lists, production schedules and service timelines.
- Maintain consistent standards for flavor, presentation, portion control, freshness and temperature throughout preparation and service.
- Follow food-safety, sanitation, allergen-management and temperature-control requirements and complete required logs or records.
- Communicate shortages, product concerns, timing issues, dietary requirements and other operational needs to culinary leadership promptly.
- Assist with receiving, proper storage, date labelling, stock rotation and responsible use of food and kitchen supplies.
- Maintain clean, organized and safe work areas throughout the shift and complete cleaning and closing duties as assigned.
- Support and assist less-experienced culinary staff when required, contributing to a respectful and team-oriented kitchen environment.
- Use kitchen equipment safely and appropriately and report maintenance or safety concerns promptly.
- Provide coverage across culinary stations and food-service areas as operational needs require and perform other related duties as assigned.

Skills & Qualifications:

- Minimum 3 years of professional cooking experience in a commercial kitchen; banquet, catering, hotel, convention-center, restaurant or other high-volume food-service experience is preferred.
- Red Seal Cook certification or recognized culinary training is considered an asset.
- Strong practical cooking skills, including food preparation, knife skills, station organization, portion control and presentation.
- Ability to follow recipes, prep lists, production schedules and verbal or written direction accurately.
- 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.
- Good communication, teamwork, time-management and organizational skills.
- Ability to work effectively under pressure while maintaining quality, cleanliness and attention to detail.
- Understanding of food allergies, dietary restrictions and safe food-handling practices.
- 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

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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.