



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

# R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE

P.O. Box 1642

Salmon Arm, BC V1E 4P7

## Employment Opportunity 2019 Season

### Job Description: Cook's Helper

Employment Type: Part-Time, Seasonal May – September

Reports To: The General Manager and Cook

R.J. Haney Heritage Village & Museum is a forty-acre heritage site located in Salmon Arm, BC. The facility is used by residents of Salmon Arm and area and tourists travelling to the area as a heritage tourist destination. We can promise you a memorable and gainful working experience in Marjorie's Tea Room. The Tea Room seats 40 guests and is open five days per week and offers a daily lunch special. The Tea Room also caters to the Villages special events, functions and Villains and Vittles Dinner Theatre 3 nights per week during July and August.

As the cook's helper, you will be part of the food preparation team, baking, serving, and clean-up of the kitchen to meet all standards set out by the First Cook. In conjunction with the First Cook, the Cook's Helper is responsible for the organization, cleanliness, efficiency, and smooth running of the kitchen. The Cook's Helper shares in the responsibility for the quality of food and service in the Tea Room. Preparation and clean up of Dinner Theatre meals, lunch and special events are regular duties of this position. This person will assist with functions, events and special education programs as related to Tea Room duties.

### Your Responsibilities will include:

- Read and follow all prep lists
- Preparation and clean – up of workstations
- Opening and closing duties of the restaurant kitchen which can include cleaning duties of the Tea Room
- Maintain a high level of customer service
- Demonstrate a positive attitude and commitment to teamwork in a friendly, caring atmosphere
- Adhere to sanitation standards as outlined by the Public Health Department
- Promote professional work habits that will develop respect and will create return business from customers
- Excellent communication skills, interpersonal skills and team-building skills
- Able to work with minimal or no supervision
- Excellent attendance and dependability
- Physically fit, with the ability to lift and carry heavy loads (20kg)
- Ability to deal with others in a professional manner using tact and good judgment
- Knowledge of kitchen procedures and the ability to operate related equipment
- Carrying out all instructions that may reasonably be required by the First Cook, Visitor Services or Management
- Must be prepared to work a variety of shifts and weekends.

### Ideal Candidates:

This person should be very organized and hard working. They will promote hospitality at all times; welcoming visitors in a courteous, efficient and friendly manner and have a desire to learn culinary arts.

### Application Process

If you are interested in applying for this position, submit your resume and any other required documentation to the General Manager, R.J. Haney Heritage Village & Museum, Box 1642, Salmon Arm, BC V1E 4P7 or faxed to 250-832-5291, emailed to [info@salmonarmmuseum.org](mailto:info@salmonarmmuseum.org). We are an equal opportunity employer. We thank all applicants for their interest, however only those being considered will be contacted.

Keeping alive the history of Salmon Arm

♦ Ph: (250) 832-5243 ♦ [info@salmonarmmuseum.org](mailto:info@salmonarmmuseum.org) ♦ [facebook.com/Haneyheritage](https://www.facebook.com/Haneyheritage) ♦ [www.salmonarmmuseum.org](http://www.salmonarmmuseum.org)