

SHERBROOKE RESTORATION COMMISSION  
**JOB POSTING**

**Tea Room Supervisor**



Sherbrooke Village is seeking a collaborative, personable, and innovative person to support operation of the McDaniel's Tea Room – our Seasonal restaurant. Sherbrooke Village occupies a 53-acre site with over 80 frame buildings reflecting rural village life of the 1860-1880 period. The Tea Room Supervisor is responsible for the daily restaurant operations, and preparation and presentation of all Tea Room menu items. The Tea Room, as core provider of food services, is to offer healthy, safe and flavorful food. The Tea Room will be a highlight of the overall Village experience for visitors, with a shift towards heritage-inspired recipes and Victorian tea offerings.

Sherbrooke Village is in search of someone who can bring a friendly, adaptable and supportive attitude backed by a commitment to excellent customer service and high standards of quality. We seek to improve the enjoyment and understanding of authentic Nova Scotian histories presented in a unique museum setting. You'll work primarily within the Tea Room during busy tourism seasons, with occasional use of other inspected kitchens on site.

The Tea Room Supervisor reports to the Director of Visitor Experience with support from other Management-level staff. They provide vital services for the smooth running of the restaurant.

**Type of Employment:** Full-Time, Seasonal with entitlement to annual recall

**Salary:** \$21.51 per hour at 40 hrs per week, plus 4% vacation pay and 2% in lieu of benefits

**Start Date:** May 27, 2024 for a minimum of 16 weeks

**Work Hours:** Wednesday to Sunday, 8:30AM to 5PM

**Core activities include:**

- Provide supervision to all Tea Room employees, including kitchen staff and restaurant servers.
- Coordinate the activities of food preparation and presentation.
- Ensure timely and accurate delivery of all menu items ordered.
- Prepare all necessary ingredients to fulfill daily guest orders, this includes washing, cutting, dicing, and mixing of ingredients.
- Prepare menu items as they are ordered to guest specifications and quality standards; Prepare fresh baked items for the menu as needed.
- Ensure cleanliness of kitchen and restaurant area, adhering to all health and safety regulations; Ensure consistent inspection and reporting of food storage procedures.
- Operate foodservices for Hands on History programs and other learning camps.
- Wear uniform or period clothing according to Sherbrooke Village Wardrobe standards.
- Participate in staff selection and training; participate in staff performance evaluation.

## Qualifications

The successful candidate may have a combination of experience listed below - Sherbrooke Village values transferrable skills. We are seeking candidates who have:

- 3-5 years' previous kitchen management/supervisory experience.
- Must have Culinary/Red Seal Trade Qualifications Certificate or recognized equivalent.
- High School Diploma.
- Be in possession of a current food handling certificate, as mandated by the Province of Nova Scotia.
- Exceptional knowledge of health and safety regulations, and reporting requirements.
- Extensive knowledge of preparing, cooking, baking, and serving traditional foods.
- Basic accounting abilities.
- Proven ability to multi-talk and work under pressure.
- Ability to interact well with people, demonstrating tact, listening, and a positive attitude.
- Strong interpersonal skills, including teamwork and communication skills.
- Ability to coordinate activities with other staff in a manner that demonstrates collaboration, resourcefulness, fairness, tact and constructive feedback.

## Great-to-Haves

- Demonstrated interest in sustainable food practices, local/seasonal fare and/or 19<sup>th</sup> century foodways.
- Interest in food gardens, sourcing local ingredients and supporting local producers.

Please provide complete and thorough details of your education and experience. All complete applications must include a cover letter and current resumé with references and should be clearly marked "Tea Room Supervisor". Resume and Cover letter must be sent or delivered:

Sherbrooke Village, ATTN: Executive Director,  
42 Main St., PO Box 295, Sherbrooke, NS B0J 3C0 by close of business **March 15, 2024**.  
Emails must include a cover letter and current resumé with references and must be sent to:  
**Sherbrooke.ED@novascotia.ca**

This is a bargaining unit position represented by the Nova Scotia Government Employees Union. External applicants are welcome; preference is given to qualified Sherbrooke Village NSGEU bargaining unit candidates first. A criminal record check and vulnerable sectors check will be required of successful candidates. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No telephone or faxed applications will be accepted.