

We're Recruiting For...

Cook – Catering and Conferences

Located in historic Charlottetown, the Centre offers one of the largest convention and meeting facilities on Prince Edward Island. With over 26,000 sq. ft. of functional event space, the Centre is within walking distance of three major hotels, shops, music venues, and restaurants. Our fully accessible facility can easily accommodate any function, from an intimate reception to a large themed banquet.

Reporting to the Manager of Catering and Conference Services and the Catering Chef, we are seeking part-time cooks for our events and conference services. Most shifts would be evening and weekends.

Duties of the Cook will include, but are not limited to:

- Assist in preparing and prepping all dishes
- Assist in creating order lists and placing orders
- Assist in creating prep lists
- Organize weekly catering events (prep lists, event lists, order lists)
- Assist in making sure all cleaning duties are being completed
- Must be able to work all positions in the kitchen (grill, pans, gm, catering, dishes)
- Help create catering and special menus
- Help count monthly inventory
- Comply with outlined safety regulations and procedures
- Must be self driven, able to focus and complete tasks unsupervised

The ideal Candidate will have:

- 2-3 years food service or restaurant experience
- Current Food Safety certification
- Culinary certification or degree from a culinary school preferred
- Familiarity with general kitchen equipment and appliances
- Ability to read, comprehend, and follow recipes
- Strong working knowledge of food preparation techniques, cooking methods, and safety and sanitation practices

How To Apply

By email to the attention of Sam Doyle – HR Manager at careers@confederationcentre.com
 Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups.
 Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: November 5th, 2021