



Western Development Museum  
Corporate Office

2935 Lorne Avenue  
Saskatoon, SK S7J 0S5

**P:** 306-934-1400  
**W:** wdm.ca

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## The **Western Development Museum** is seeking a **Short Order Cook**

The WDM is seeking a **Short Order Cook** to join the Boomtown Café team. The successful candidate will prepare and serve menu items and daily specials according to established recipes, ensuring high standards of quality, freshness, and presentation. This position supports smooth kitchen operations and works collaboratively with the café team to deliver excellent service in a clean, safe, and welcoming environment.

### Key Responsibilities:

- Prepare short orders, soups, gravies, and daily specials in a timely and accurate manner.
- Preheat and operate kitchen equipment including grill and deep fryer.
- Assist in planning weekly specials and soups with the café team lead.
- Maintain food prep areas, coolers, and storage, ensuring proper rotation and freshness of ingredients.
- Stock and prep the kitchen for each day's service and contribute to the grocery list.
- Clean and sanitize all kitchen surfaces, equipment, and floors regularly; monitor and change fryer oil as needed.
- Assist with washing dishes, clearing tables or serving customers during peak times.
- Follow all health, safety, and OHS guidelines and report any compliance issues.

### Qualifications:

- A minimum of 3 years cooking experience is required.
- Food Handler Certification is required.
- Strong knowledge of health and safety regulations pertaining to the food service industry.
- A combination of education and experience will be considered.

### Additional Information:

- **Salary Range:** \$17.06 - \$19.78 per hour
- **Work Schedule:** Approximately 32 hours per week. Mornings, weekends and occasional evenings are required. Employees are responsible for arranging their own transportation to and from work in accordance with their scheduled shifts.
- **Working Conditions:** In person in the café kitchen. The work is moderately physical and includes the use of grills, deep fryers, and cleaning products. Occasionally lifts moderately heavy loads and uses readily available assistance in handling heavy loads.
- **Benefits:** Employer paid health and dental benefits and sick time benefits as per WDM policies. Participation in the Public Employees' Pension Plan with matching employer contributions.

### **Application Instructions:**

Please submit your **cover letter** and **resume**, outlining your qualifications and experience, to [saskatoon@wdm.ca](mailto:saskatoon@wdm.ca)  
competition will be open until a suitable candidate has been selected.

### **Apply to:**

Short Order Cook – Jamie Hein  
Western Development Museum  
2610 Lorne Avenue  
Saskatoon, SK S7J 0S6

*We thank everyone for applying for this position. Only applicants selected for an interview will be contacted.*

*The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodation to apply for this position, please contact Breanne at 306-934-1400 EXT 1120 or by email at [careers@wdm.ca](mailto:careers@wdm.ca).*

Job Title: <b>Short Order Cook</b>	Position: SK 2.2.3 FS
Direct Supervisor: Food Services Manager	Date Approved: April 15, 2025
Direct Reports: N/A	Department: Food Services

**Position Mandate:** The cafe cook prepares food items on the Boomtown Cafe menu as per established recipes, maintaining a high standard of quality and freshness for items served. They collaborate with members of the cafe team for the efficient, safe and time delivery of menu items and daily specials. They maintain an exceptionally clean and sanitary workspace, adhering to applicable health and safety regulations. Performs other duties as assigned by the Cafe Team Lead and Manager of Food Services.

### Representative Duties

#### **Cooking and Kitchen**

- Turns on and pre-heats the grill and deep fryer.
- Heats and makes batches of fresh soup and gravy.
- Prepares for the day's food service activities and daily specials to help streamline production and expedite the delivery of orders.
- Fills short orders and daily specials in an accurate and timely manner.
- Prepares soups and gravy. Cools and places in proper storage at the end of the day.
- Assists and consults the café team lead for weekly soups and specials.
- Assists with serving customers and clearing tables if needed.
- Gets the kitchen ready and stocked for the next day's cafe service.
- Maintains the grocery list to ensure there is sufficient supply of ingredients.
- Maintains a rotation of products to maintain fresh inventory. Checks perishable items for freshness and expiry dates.
- Prepare and stock the kitchen and the end of the day for the next day's cafe service.
- Provides input to the grocery list to ensure there is sufficient supply of ingredients and fresh supplies.

#### **Cleaning and Maintenance**

- Routinely cleans grills, grease traps and kitchen spaces.
- Washes dishes as needed and consistently maintains a clean work area.
- Routinely sanitizes kitchen areas such as counters, sinks and dishwasher and mops kitchen floors daily and as needed.
- Checks the deep fryer oil for freshness and changes as needed or assigned.
- Performs kitchen duties as assigned.
- Surveys areas of work for OHS non-compliance and makes changes as required.

## **EDUCATION AND EXPERIENCE**

The position requires a minimum of 3 years of cooking experience. Food Handler Certification is required and must be obtained as a condition of employment. Knowledge of health and safety regulations pertaining to the food service industry is considered an asset. An equivalent combination of education and experience will be considered.

## **ACCOUNTABILITIES**

- Food served at the BoomTown cafe is high quality, fresh and prepared in a timely manner.
- There is a sufficient amount of daily soups and gravies to fulfill orders.
- The kitchen is stocked with the necessary inventory for efficient cafe services. Perishable items are consistently checked for freshness.
- The kitchen is consistently clean, and cooking spaces are organized and safe.
- Organization and production levels are maintained during peak periods.
- Grills and other kitchen equipment are routinely deep cleaned and maintained.
- Willing to take direction from supervisors and they receive relevant and timely information as per established procedures.
- Staff receive the assistance they need to deliver services under tight timelines as requested.
- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public observations regarding the incumbent are consistently positive.
- Occupational health and safety requirements within the areas of work are maintained.
- The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage.
- Policies, procedures, laws and regulations relevant to the position are followed.
- Building security and visitor safety are maintained in area of work performed.

## **JOB SCOPE**

Plans and prioritizes own workflow to complete a range of assignments with competing deadlines. Undertakes a variety of routine duties, working with established policies, guidelines and procedures. Applies some discretion when performing assigned tasks, within established standards.

## **EFFORT**

Experiences occasional high volumes of work. Must set a steady pace to produce meals and short orders within reasonable amounts of time. Cleaning the kitchen and work areas is a constant requirement throughout the day. Must be a team player.

## **WORKING CONDITIONS**

The incumbent works in the café kitchen. The work is moderately physical and includes the use of grills, deep fryers and cleaning products. Occasionally lifts moderately heavy loads, and uses readily available assistance in the handling of heavy loads. Must be able to work weekends and the occasional evening.