

JOB SEARCH COMPETITION

APPENDIX A

Catering Assistant

Nova Scotia Culinary Inc is a very busy full-service catering company located in Bedford, Nova Scotia. Begun in 2010, this company has a strong reputation for creating and delivering food for a whole host of events in the Halifax Regional Municipality. The company has recently expanded into weekly meal subscriptions to address the demands of more Nova Scotians. **Nova Scotia Culinary Inc** is on a mission to support and buy local in meeting all catering and subscription requests. Our company has been voted one of the top 5 employers in the food service and catering industry in Nova Scotia for the past three years. Our company offers competitive benefits and salaries for all employees.

Do you see yourself entering the food services, hospitality or event management industry upon completion of high school? Whether you plan on pursuing a college or university program or are simply seeking job experience, our company can help you learn about future career options.

About the Position:

We are seeking a part time Catering Assistant to join our team in Bedford, NS. This is an entry level position. The successful candidate will assist with a variety of tasks including preparing for catering events, set up and take down of catering events, assisting the supervisor during meetings to plan for catering events, and assisting staff in the meal subscription division in fulfilling orders. Opportunities will also be provided to assist in sourcing local products for catering events and meal subscription orders. The successful candidate must be positive and energetic, take pride in their work, and enjoy interacting with others. Job specific training and safety orientation will be provided to the successful applicant.

We are looking for the following:

- Good communication skills with an ability to interpret and follow directions;
- Initiative as well as willingness to learn from other members of our staff;
- Adaptability and flexibility in supporting other members of the team;
- Capacity to work quickly and safely in a busy food preparation site;
- Ability to work independently as well as efficiently in accurately completing assigned tasks and meeting deadlines;
- Creativity and willingness to propose and share ideas to improve our service commitment to clients;
- Technical skills to support problem-solving and investigation of local food sources.

Applicants must present well and conduct themselves professionally. Part time hours are available from May to the end of June on evenings and weekends. Full time hours will be available from July 1 to August 31.

Please email your resume and cover letter as a single **PDF file** by 4:00pm, on Friday, March 24th, 2023 to:

Lynn Hogan Gillespie
Human Resources Director
Nova Scotia Culinary Inc
5555 Main St
Halifax NS B3B 1C1
jobsearchnsptc@gmail.com

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APPENDIX A

Junior Construction Worker

Nova Scotia Residential Builders Inc is committed to building environmentally friendly green homes for the citizens of Nova Scotia. Our company is on a mission to provide affordable housing and to preserve the natural ecosystems within our province. Our company has been voted one of the top 5 employers in the residential construction sector in Nova Scotia. Our company offers competitive benefits and salaries for all employees. Whether you're on our crew as a seasonal or permanent employee you will be challenged to think about contributing to the building of homes in a new way and to develop environmentally friendly work practices.

Do you see yourself entering the construction industry upon completion of high school? Whether you plan on entering a trades program, apprenticeship or university engineering program, our company can help you learn about job possibilities in construction.

About the Position:

We are seeking a part time Junior Construction Worker to join our crew in Halifax, NS. This is an entry level position for someone who is a hands-on learner and worker. The successful candidate will assist with a variety of tasks including demolition, framing, drywalling, and interior and exterior finishing. The successful candidate will contribute to maintaining a clean worksite and performing other assigned tasks. The successful candidate must be positive and energetic, take pride in their work, and enjoy working both indoors and outdoors. Job specific training and safety orientation will be provided to the successful applicant.

We are looking for the following:

- Good communication skills with an ability to interpret and follow directions;
- Initiative and an ability to learn from and alongside other members of our crew;
- Ability to work quickly and safely at a busy construction site;
- Adaptability and flexibility in supporting other members of the crew;
- Efficiency in completing daily work tasks and meeting scheduled timelines;
- Technical aptitudes to support completion of tasks;
- Curiosity about and willingness to commit to green work habits;
- Resourcefulness as demonstrated through problem solving and sharing ideas when completing required tasks.

Applicants must present well and conduct themselves professionally. Part time hours are available from May to the end of June on evenings and weekends. Full time hours will be available from July 1 to August 31.

Please email your resume and cover letter as a single **PDF file** by 4:00pm, on Friday, March 24th, 2023 to:

Lynn Hogan Gillespie

Human Resources Director

Nova Scotia Residential Builders Inc

5555 Main St

Halifax NS B3B 1C1

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