



Nisga'a Ts'amiks Vancouver Society  
3973 Dumfries Street, Vancouver, BC, V5N 5R3  
P: 604-646-4944 F: 604-646-4955 Website: [www.tsamiks.com](http://www.tsamiks.com)

Title: **Event Caterer (Up to 40 people)**

Reports To: **NTVS Programs & Services Coordinator**

### **Summary**

Nisga'a Ts'amiks is committed to enhancing the social, economic, physical, cultural and spiritual well-being of Nisga'a citizens whose ordinary residence is within the southern regions of BC. One integral part of this mission is to share a warm and welcome feast each time we gather our community together. For this, NTVS is always looking for energetic, customer focused, team players to fill this opportunity.

### **Core Competencies**

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Communication

### **Job Duties**

1. Ensure consistent food preparation and the highest calibre of food presentation, continuously striving for improvement, with high detail to quality, presentation and quantity.
2. Effectively communicate with NTVS for catering needs.
3. Take proactive efforts to minimize waste and maximize quality.
4. Create, implement and maintain department objectives and ensure they are met and exceeded.
5. Respond in a positive and timely manner to all internal and external requests and complaints, while meeting the Nisga'a Ts'amiks Vancouver Society standards to exceed the clients' expectations.
6. Ensure maintenance requests, incident reports and incident investigations are submitted and followed up with.
7. All caterers are responsible for providing cups, plates/bowls, cutlery and napkins.
8. Adhere to all Nisga'a Ts'amiks Vancouver Society Guidelines, Policies, Rules and Regulations.
9. Oversee food deliveries to ensure the products have been delivered and stored according to the standards set by provincial health regulations.
10. Must take catering equipment immediately after. NTVS will not be responsible for lost or damaged equipment or be responsible for storing any catering equipment.
11. Other duties shall be assigned as required.

### **Requirements**

- Culinary Education Trade Papers, Red Seal or equivalent required an asset.
- Food Safe Certification, a must.
- Previous catering experience an asset.
- Extensive knowledge of food handling and sanitation standards.
- Excellent communication and interpersonal skills.
- Owner of equipment that is sufficient to cater for events up to 40 people.
- Self-motivated, with a positive attitude and a consistent display of professionalism.
- Innovative, detail oriented, and quality conscious.
- Ability to recognize, influence and follow foodservice trends in preparation and presentation.

### **Work Conditions**

- Manual dexterity required.
- Interacts with employees, management and the public at large.
- Ability to lift up to 50 lbs.
- Sitting, standing, bending and walking.
- Repetitive work.
- Transporting the food is built into the rate.
- NTVS follows the rates determined by NLG, which change from time to time.  
Priority is given to Nisga'a Ts'amiks members.

### **NTVS Pre-qualified List Procedure**

For various events offered to the Nisga'a Ts'amiks community throughout the year, NTVS is seeking energetic, customer service focused, team members.

All applications to the Nisga'a Ts'amiks Vancouver Society pre-qualified supplier list can be submitted to [hr@tsamiks.com](mailto:hr@tsamiks.com) with;

- A. your resume;
- B. cover letter to confirm which position applied for and demonstrating how you qualify for that position;
- C. copy you're your current Food Safe Certificate;
- D. copy of any other relevant certificates; and
- E. driver's license, clean driver's abstract and proof of automobile insurance.

If an applicant meets the general requirements of the pre-qualified supplier list (PQL), provided above the applicant will be added to the PQL and contacted when a catering opportunity becomes available.

3. NTVS will confirm receipt of each application and issue an e-mail response to confirm status of qualification process.
4. All pre-qualified applications will be retained, and NTVS will be called on a rotation basis as opportunities arise.