



## **Summer Employment Opportunity**

### **Position: Tea Room Assistant**

**Do you like telling stories?** Share the history of the Mackie Lake House and the heritage of the families that lived here through our daily tea service! Mackie Lake House Foundation is seeking a temporary (summer) full-time (37.5 hrs/wk) Tea Room Assistant

### **Duties and Responsibilities**

To offer excellent visitor experience from the Mackie Lake House veranda, where we serve daily “Petit Tea” as an offering alongside guided tours of the heritage home.

- Coordinating with Visitor Services Assistant, and Resident Baker
- Overseeing MLH tea-room, offering daily tea service
- Choosing daily table designs (China sets, napkins, flatware, floral arrangements)
- Option to assist with research in history of tea service, dishware, designs, etc. and to assist with coordinating displays or exhibitions
- Assisting with social media posts when appropriate
- Option of assisting with potential development of an MLH cookbook, through research of cookbook collection and option of testing recipes in MLH commercial kitchen
- Opening and closing duties as well as use of POS (Square on an iPad)
- Recording tour related data for evaluation and future planning

### **Qualifications**

The candidate must fulfill all eligibility requirements of the Canada Summer Jobs program

Food service experience is required.

Strong organizational and time management skills are required. The ability to work independently and as part of a team should be demonstrated. Must be outgoing, comfortable with public speaking.

Knowledge of food services, historical contexts of food, and Food Safe are all assets. Mackie Lake House will cover the cost of Food Safe certification for the ideal candidate.

### **Terms of Employment**

June 1 – August 22, 2026 (12-week placement); 37.5 hours per week

**Tea Room Assistant position is dependent on grant funding.**

**Send résumé and cover letter by Friday, May 15, 2026**

Carla-Jean Stokes, General Manager

[manager@mackiehouse.ca](mailto:manager@mackiehouse.ca)

We thank all applicants for their interest, but only those candidates selected for interview will be contacted.