

Amber House Cook

Permanent Part-Time (17.5 Hours per Week)

Wage Grid 9: \$25.55-\$29.26 per hour

Reports to: My Sister's Place Manager

Prince George, BC

About Us

At the Prince George & District Elizabeth Fry Society, we respectfully acknowledge that our work takes place on the traditional unceded territories of the Lheidhl T'enneh, Skin Tyee, Nee Tahi Buhn, Cheslatta Carrier, Lake Babine, Wet'suwet'en, Ts'il Kaz Koh, and Lhtako Dene First Nations. The Prince George and District Elizabeth Fry Society is an intersectional feminist organization that provides programs and services to individuals who identify as women, children, and their families and who are at risk of, or have experienced, violence, abuse, inequities, marginalization, and/or criminalization. We contribute to a safe community by raising awareness, and promoting self-empowerment and resilience.

Working here you will find a passionate, dedicated team of employees who truly care about the people that walk through our doors. We celebrate diversity and treat each individual with respect, striving towards furthering reconciliation and cultural humility each day. Joining us provides an opportunity to enjoy an environment that fosters employee work-life balance, extended health & dental benefits, a generous Municipal Pension Plan, competitive wages, an employee and family assistance program, and a career where you can make a meaningful difference in the lives of others. For more about us, visit our website: pgefry.bc.ca

Our Commitment to Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. We encourage applications reflecting the richness of the diverse community of persons we serve. If you are passionate about this role but don't meet all the qualifications, we encourage you to apply anyway! You may be the right person for this job, or a great fit for another opening.

About the Position

We are currently seeking an empathetic and skilled individual to join our team as a part-time cook at our 17-bed transition house for women and their dependent children experiencing, or at risk of, gender-based violence. The Amber House Cook will develop menu plans, prepare balanced and nutritious meals, and oversee the operation of the food service areas at the transition house in compliance with agency policies and procedures. This position represents

our agency with a diverse group of persons served, and must demonstrate cultural humility and a commitment to our values of respect, inclusion, diversity, and Reconciliation. It is essential for this role to maintain confidentiality and professional boundaries. The successful applicant can work in a stressful environment, as clients are often working through difficult situations and emotions. The Amber House Cook is required to have a good level of fitness as delivery of services may involve walking, standing, kneeling, lifting. etc. . This position operates on a part-time basis of 3.5 hours per day from 2:30pm-6:00pm Monday-Friday, with some flexibility. We are part of the BCGEU and this position requires union membership.

Job Qualifications & Requirements

- A minimum of Grade 10 Education
- Minimum of one (1) year related work experience
- An equivalent combination of education, training, and experience.
- Experience cooking, meal planning, and serving meals
- Strong interpersonal communication
- Ability to multi-task and demonstrate effective time-management skills
- Work both independently and as a team player
- Maintain a clean and organized kitchen, following best practices for food safety and sanitation
- Demonstrate the ability to work effectively with diverse and marginalized populations
- Dedication to maintaining confidentiality and professional boundaries
- Order and purchase food and supplies for cooking
- Foster a welcoming atmosphere and supportive environment for all residents
- Excellent communication skills, both oral and written
- Current WHIMIS Certification
- Standard First Aid and BC FoodSafe certifications
- A clear Police Criminal Record Check and Vulnerable Sector Screening

Given the nature of the services we provide, we take gender dynamics into consideration and are prioritizing applicants who can work effectively in a space dedicated to women and children who have experienced trauma and gender-based violence.

For a full Job Description please contact admin@pgefry.bc.ca



How to Apply

Interested candidates may forward their cover letter and resume to:

Nancy Shorter
My Sister's Place Program Manager
1575 5th Ave
Prince George, BC
V2L 3L9

Email submissions: nancy@pgefry.bc.ca

Inquiries: 250-563-1113

The anticipated start date for this position is: ASAP

Applications will be accepted until 12pm Feb 26, 2026. The society thanks all interested applicants, however only candidates selected for an interview will be contacted.