Elizabeth Fry Society of Greater Vancouver

JOB POSTING

Job Title:	**Cook - Relief**	**Status:**	**Full-time**
Location:	**IRT Rosedale**	**Hourly Rate:**	**$27.11**
Hours:	**0930-1730 (8.00 hours)**	**Posting #**	**26-IRT-037**
Schedule:	**Mondays to Fridays**	**Closing Date:**	**August-18, 2026**

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for Cook for Rosedale Intensive Treatment Program. Located in Chilliwack, the Rosedale Intensive Treatment program provides live-inservices for women with moderate to severe substance misuse. Women participate in up to 5 months of structured relapse prevention and counselling whereby they can plan for their long-term needs and participate in psychoeducational groups, receive clinical counselling, and develop as needed relationships with community services.

KEY RESPONSIBILITIES:

- Operates commercial-quality kitchen by maintaining cleanliness, safety, and organization per licensing regulations
- Plans menus, orders and/or purchases food stock and prepares nutritious meals. Serves 2 meals daily on working days and arranges for other meals to be served or provided on a self-serve basis
- Develops, implements, and manages food safety plans pertaining to the receiving, storage, preparation, and service of food.
- Maintains necessary documentation and stock reports. Ensures that all required documentation is accurate and complete.
- Monitors the operation of the kitchen equipment and logs all maintenance.
- Keeps kitchen and eating area clean and stocked with supplies (ie/ cutlery, dishes, napkins, etc.). Ensures a sanitation plan is in place and followed.
- Supports the resident involvement in the kitchen where appropriate by providing opportunities for participation in menu planning.
- Maintains the kitchen in compliance with public health standards for commercial kitchens.
- Provides guidance and assistance to other staff in areas such as procedures and work methods re: cooking and eating facilities
- Performs other related duties as required.

QUALIFICATIONS:

- Completion of grade 12 plus one (1) year related experience.
- Graduation from a 12-month recognized cooking program from a culinary art school or equivalent experience.
- Experience working in a licensed facility would be an asset.
- Excellent communication skills both written and verbal.
- Ability to lift up to 30 lbs.

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MANDATORY JOB REQUIREMENTS:

- Food Safe Level 1.
- Standard First Aid with CPR-C.
- Evidence of a Tuberculin Skin Test (TST) in compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- This position requires union membership.

Benefits:

- Opportunities to connect and engage through Society events and activities
- Access to a supportive Employee Assistance Program (EAP)
- Comprehensive extended health and dental coverage including vision care for you and your family
- Paid time-off to support rest, balance, and wellbeing.
- A secure future participation in the Municipal Pension Plan (MPP)

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com with the subject line COOK 26-IRT-037 no later than August 18, 2026.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.