



Society of St Vincent de Paul
Box 1617
Prince George, BC V2L 4V6
ssvdppg@gmail.com

Job Posting: Assistant Manager / Assistant Cook

The Society of Saint Vincent de Paul is an international service organization dedicated to helping those in need. Our mission is to live the Gospel message by serving the poor with love, respect, justice, and joy. Our Drop In Centre in Prince George operates 7 days a week/ year round providing meals and food hampers to those in need.

Due to the COVID crisis, we have had to implement new routines to continue to serve some of the most vulnerable people in the downtown core and keep our staff, volunteers and guests safe. At our Drop-In Centre all meals [breakfast, lunch and evening sandwiches] are being prepared and packed as take-out meals.

The Drop in Centre Assistant Manager works Monday to Friday from 7:00 am to 3:00 pm and assists in food hamper assembly and distribution, helps with meal preparations and clean up, provides guidance & support to our volunteers, and accepts donations according to established procedures. This position may also involve coverage for the cook should the need arise.

A valid Food Safe certificate is required but online training can be arranged, if necessary. The successful applicant will also require a clear, up-to-date Criminal Record Check and three [3] business references.

This position will commence as soon as possible in early August. Letters of interest, three [3] business references, and your resumé should be forwarded to svdppg@shaw.ca. The closing date on this posting is July 22, 2020. This temporary position may lead to a permanent position.

Only those shortlisted will be contacted. No phone calls please. Thank you for your interest.