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## Employment Opportunity

**Department:** Pearl Smith Woman's Shelter

**Position:** Full-time Cook/Cleaner

**Deadline Date:** Monday December 8, 2025

### Summary

- To provide nutritious meals to our participants and their families
- To keep the Pearl Smith Woman's Shelter clean and sanitary for our participants and families
- To work as a team player
- To assist participants and families with meal preparation
- Mentoring participants and families with cleaning and other life skills in their scope
- To prepare weekly menus
- To do grocery/supply shopping for cooking and cleaning purposes at the Center
- Other duties as assigned

### Qualifications

- To be a positive role model to our participants and families
- Punctuality is very important
- Confidentiality is crucial
- Experience working in an emergency shelter
- To be knowledgeable about harm reduction is an asset
- Food Handlers
- Willingness to learn and gain knowledge

We thank all participants, but only those selected for an interview will be contacted. Please submit your cover letter and resume to [Tracy.Boulette@hollowwater.ca](mailto:Tracy.Boulette@hollowwater.ca)

Or hand delivered no later than **December 8, 2025**.

Tracy Boulette

Hollow Water First Nation

HR/Payroll Clerk