CAREER OPPORTUNITY *for*
Assistant Coordinator (Casual)
Feed the Hungry Program

ROMAN CATHOLIC DIOCESE *of Calgary*

OVERVIEW

Feed the Hungry is a Diocesan program, which serves a weekly nutritious Sunday dinner. Each week, men, women, children, seniors and people with disabilities living in poverty experience a different Sunday – food, family and respect at St. Mary's Cathedral Hall in the Downtown core.

RESPONSIBILITIES

- Represent the Diocese of Calgary in all aspects of the program
- Attend orientation meeting required for all Assistant Coordinators
- Attend meetings as called by the Program Manager, to review the program and its delivery, to determine and maintain a balance of efficiency and effectiveness
- Ensure all volunteers are given proper training following their orientation
- Participate in the maintenance of program policies and protocols (i.e. Inventory control)
- Supervise the preparation of the meal service
- Maintain a pleasant atmosphere of peace and order amongst volunteers and guests at the dinner
- Ensure laundry, waste disposal and recycling is properly taken care of
- Comply with the arrangements made with St. Mary's for the use and cleaning of the hall and facilities
- Other duties as assigned by the Program Manager

QUALIFICATIONS

- Minimum High School Diploma
- Previous training in Food Safety is an asset
- Strong interpersonal skills – ability to work cooperatively with staff, volunteers and guests
- Excellent customer service skills
- Comfortable in an environment serving people who are experiencing marginalization

HOURS OF WORK

Sundays (typically 1-2 Sundays/month); 10:00 am – 4:30 pm including 30-minute paid break (start and end times may vary)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Must be able to stand and walk for extended periods of time
- Constant movements of the neck in all directions required when completing assignments
- Able to lift, push and pull objects up to 25 lbs.
- Able to bend, kneel, twist, lift above your shoulders as needed
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulder height, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form – Download here: https://www.catholicyyc.ca/careers.html
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until ***a suitable candidate is found.*** Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.