

CAREER OPPORTUNITY for Feed the Hungry – Assistant Coordinator (Casual)



ROMAN CATHOLIC
DIOCESE
of Calgary

REPORTS TO

Program Manager – Feed the Hungry Program

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

Primary

- Represent the Diocese of Calgary in all aspects of the Program
- Attend orientation meeting required for all Assistant Coordinators
- Attend meetings at the call of the Program Manager, to review the program and its delivery to determine and maintain a balance of efficiency and effectiveness
- Communicate with the Program Manager regarding any purchases required or suggested for the replacement or acquisition of kitchen equipment
- Ensure all volunteers are given proper training following their orientation
- Supervise delivery of food and supplies
- Arrange for proper storage of food and supplies
- Participate in the maintenance of program policies and protocols (i.e. Inventory control)
- Supervise the preparation of serving of the meal
- Maintain a pleasant atmosphere of peace and order amongst volunteers and guests at the dinner
- Ensure laundry, waste disposal and recycling is taken care of
- Comply with the arrangements made with St. Mary's for the use and cleaning of the hall and facilities
- Other related duties as required

Specific

- Two shifts/month typically
- On-call roster for backup

QUALIFICATIONS

- Minimum High School Diploma
- Training in Food Safety, CPR, and WHMIS
- Food services
- Customer focused
- Comfortable in an environment with people who are experiencing marginalization
- First Aid Certification

HOURS OF WORK

Shifts will vary depending on the needs of the program. Availability should include the following:

- Thursday morning: 7:30 am – 12:00 pm
- Sunday morning: 8:00 am – 1:00 pm
- Sunday afternoon: 1:00 pm – 6:00 pm

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 long 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 about shoulders, stooping and bending forward from standing position, carrying of objects

KEY RELATIONSHIPS

- St. Mary's Cathedral staff
- Vendors and suppliers
- CPC Staff – including other FTH staff
- Parish sponsor volunteers
- Corporate sponsor volunteers
- Marginalized guests (individuals or families)

TO APPLY

Documents required as part of the application process include:

- A completed application form – Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

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 in advance all applicants for their interest.