



# **CAREER OPPORTUNITY** for Assistant Coordinator (Casual) Feed the Hungry, 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
- Communicate with the Program Manager regarding any purchases required or suggested for the replacement or acquisition of kitchen equipment
- Communicate with the CPC Receptionist on Thursdays once the food order has been received and verified
- 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 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**

Thursdays; 7:30 am – 12:00 pm & Sundays; 10:00 am – 4:30 pm including 30-minute paid break

## 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.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](mailto: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.