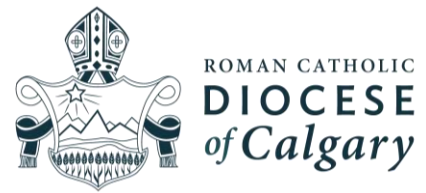


# CAREER OPPORTUNITY *for*

## Hospitality/Security (Part-time)

### Sacred Heart, Calgary



## REPORTS TO

Pastor

## OVERVIEW

The Hospitality/Security is responsible for attending to parishioners and dealing with inquiries face-to-face. They assist with providing support to visitors of the Parish and to monitor the overall security of the facility.

## RESPONSIBILITIES

### Hospitality

- Receive visitors and respond to their request or refer them to the appropriate person or place
- Assists all parishioners, with special attention to newcomers, children, elderly and special needs
- Offers information or assistance on the parish, the liturgy, the facilities, parish registration, etc.
- Receive any parcels being delivered
- Assemble Church donation envelopes for pickup by parishioners
- Stock and maintain the Hospitality Desk and Bulletin Board
- Refill and maintain pamphlets in the Narthex pamphlet rack, Care Note rack, washrooms and refill donation envelopes in the church pews
- Responds appropriately to particular needs or emergencies
- Covering reception on weekdays when the receptionist is away

### Security

- Patrolling the building perimeter and premises once every hour
- Keeping daily log of activities and any issues addressed
- Alerting authorities if needed for emergencies or security breaches including but not limited to emergency services, DOAP team, etc.
- Secure and lock all doors and windows at the end of each shift

## QUALIFICATIONS

- Completion of a High School Diploma with a Diploma
- Minimum one years' experience in a similar role with security experience an asset
- Basic Knowledge of computers and relevant software applications (MS Office)
- Knowledge of customer service principles and practices

- Strong organizational and time management abilities
- Ability to work independently and as a member of a team
- Familiarity with the Diocese
- Displays a high level of energy and positive attitude towards their work
- Professionalism in this role is of the up most importance, while also maintaining a caring and helpful demeanor

## HOURS OF WORK

14 hours/week:

- Saturday 9:30am – 6:30pm and Sunday 11:30am – 6:30 pm (includes one-hour unpaid 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

- Physical stamina and mobility including ability to reach, kneel and bend
- Able to sit for long periods of time, stand for shorter periods and walk around office and building as required
- Able to lift up to 20 lbs. (i.e. box of paper) when required
- Use repetitive hand motion when working on computer for extending periods of time

## 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 **4 pm on Wednesday, March 15, 2023**. 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.