


<p>CATHOLIC PASTORAL CENTRE</p>	<p>ROMAN CATHOLIC DIOCESE OF CALGARY</p>	
<p align="center">POSITION DESCRIPTION FEED THE HUNGRY, ASSISTANT COORDINATOR</p>		
<p>REPORTS TO</p>		
<p>Program Coordinator, Feed The Hungry Program</p>		
<p>OVERVIEW</p>		
<p>Feed the Hungry is a Diocesan program, which serves a weekly nutritious Sunday dinner. Each week, approximately 500 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. Guests are provided a five–course dinner that includes salad, soup, bread, a hot entrée, dessert and beverages.</p>		
<p>RESPONSIBILITIES</p>		
<p>Primary:</p> <ul style="list-style-type: none"> • Represent Catholic Charities and the Diocese in all aspects of the Program • Attend orientation meeting required for all Assistant Coordinators • Attend meetings at the call of the Program Coordinator to review the program and its delivery to determine and maintain a balance of efficient and effectiveness • Communicate with the Program Coordinator regarding any purchases required or suggested for the replacement or acquisition of kitchen equipment • Together with the Program Coordinator and other Assistant Coordinators, develop and assign tasks required to carry out the basic responsibilities of program • 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 • Supervise dinner sponsors and their volunteers at the dinner • Supervise and support all scheduled volunteers • Maintain a pleasant atmosphere of peace and order amongst volunteers and guests at the dinner • Determine and arrange for the appropriate use of surplus and left over food • Ensure that the kitchen is cleaned to Alberta Health Services standards • Ensure that kitchen equipment is in working order and arrange for the maintenance when required • 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 <p>Specific:</p> <ul style="list-style-type: none"> • One Assistant Coordinator per shift • Two shifts/month typically • On-call roster for backup 		
<p>SKILLS & QUALIFICATIONS</p>		
<ul style="list-style-type: none"> • Food services • Customer focused • Comfortable in an environment with people who are experiencing marginalization • Food Safety • First Aid certification 		
<p>HOURS OF WORK</p>		
<p>a) Optional - Thursday morning: 7:30 am – 12:00 pm (approximately)</p> <ul style="list-style-type: none"> • Receive food shipments • Store food according to food safety protocol • Set up hall for Sunday morning prep shift 		

- b) Sunday morning: 8:00 am – 1:00 pm (approximately)
- Overseeing all aspects of meal preparation
 - Setup the hall for the afternoon dinner
 - Supervise and support volunteers assisting with this shift
- c) Sunday afternoon: 1:00 pm – 6:00 pm (approximately)
- Ensuring all volunteer jobs are filled
 - Ensuring all volunteers are given proper orientation
 - Overseeing all aspects of meal service delivery
 - Maintaining peace and order amongst volunteers and dinner guests
 - Oversee hall cleanup activities
 - Ensure that the hall is completely cleaned to expected standards prior to leaving

(may only be modified by mutual agreement and as agreed to in employment contract)

STRENGTHENING OUR PARISH COMMUNITIES

TO APPLY: The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct.

Application process includes:

- Fill out the application found in the link - <http://www.calgarydiocese.ca/articles/employment-opportunities.html>
- Satisfactory Vulnerable Sector Police Information Check
- Three (3) reference checks
- Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)

By e-mail: Careers@calgarydiocese.ca

Mail: Human Resources
120 17th Avenue SW
Calgary, AB, T2S 2T2

This posting will remain open until **January 4, 2019**.

We thank in advance all applicants for their interest. Only short listed applicants will be contacted.