

Posted: 15/12/2022

Program Support Staff

The Program Support Staff at Royal City Mission will assist with the Drop In and Community Meal program at Royal City Mission.

20-40 Hours per week hours Monday-Saturday.

Responsibilities and Duties

- Opening and Closing of Drop In
- Staffing the Welcome Desk - Welcoming community members and signing them in as they arrive.
- Checking in on washroom use to ensure safety of all community members.
- Meal Service - helping with lunch and supper service.
- Coffee and Drink Service.
- Being present in the dining room area. Tending to Belonging Bins Program, and connecting with Community Members.
- Cleaning (inside and out as needed and as directed)
- Food preparation and pantry organization when needed according to Kitchen Coordinator or Program Manager.
- Participate in weekly staff meetings as you are available.
- Receiving and documenting donations.
- Other duties as directed

Reporting

- Report to Program Manager

Please send your resume and references to staff@royalcitymission.ca



**ROYAL CITY
MISSION**

50 Quebec Street
Guelph, Ontario
N1H 2T4

staff@royalcitymission.ca
royalcitymission.ca

