

Posted: 26/04/2024

Administration Officer

The Administration Officer will assist the Drop-In and Community Meal program at Royal City Mission.

- Hours: 35 Hours per week
Duration: 8 Weeks, ends June 30, 2024
Wage: \$20.90/hour
Eligibility: As part of the Canada Summer Jobs program, applicants must be:
1. between 15 and 30 years of age (inclusive) at the start of employment;
 2. a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c. 27]*; and
 3. legally entitled to work according to Ontario legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents*

Responsibilities and Duties

- Staffing the Welcome Desk
 - greeting guests in a warm and friendly manner
 - signing guests in and out and
 - answering any questions or directing to staff who may be able to answer.
- Supporting the Meal Program team during dinner and coffee/drink service
- Assist in floor supervision by walking around and chatting with community members.
- Checking in on washroom use to ensure safety of all community members
- Tending to Belonging Bins Program.
- Connecting with community members and maintaining an environment in which everyone has a sense of belonging.
- Help to maintain a safe, health environment for all guests.
- Assist with food preparation and pantry organization when necessary, receive and document donations.
- Assume an equal share of the staff housekeeping responsibilities.
- Participate in weekly intern staff meetings.
- May be required to undertake other related duties as requested by members of the team.
- Promoting the Vision, Mission, and Values of RCM.

Reporting

- Report to Managing Director

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



**ROYAL CITY
MISSION**

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royalcitymission.ca

