centre street church
christ at the centre
cschurch.ca

Food Services Ministry Assistant

Hourly Position

Up to 20 Hours per week | On-site Role

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All these communities networked together make us united as one large church that gathers weekly for worship over 11 services across 5 campuses.

We are looking for a ***Food Services Ministry Assistant*** to join us on this exciting journey God has us on.

If you have a heart for using your skills and abilities to make a difference in people lives and are excited about how your experience can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Primary Duties and Responsibilities

Reporting to the Food Services Manager/Lead Chef, the incumbent will:

- Provide complete administrative assistance and communication support as needed to the Food Services Team.
- Input, track, and report on costs, as well as generate coded payment requests.
- Input, track, and report on cafe work orders.
- Manage database entry using the church database (the “Rock”).
- Liaise with other departments such as Operations, Communications and Centre for the City.
- Maintain team calendar and events, coordinate room and equipment bookings, and general office duties such as.
    - Email and file management.
    - Following up on requests and action items.
    - Statistical tracking.
    - Ministry health report.
    - Ordering and dispersing of printed and electronic material.
    - Project preparation and correspondence.

- Coordinate the process of identifying, developing, and deploying volunteers, including scheduling.
- Organize and maintain paper and electronic files.

Core Skills/Experience

- Excellent Microsoft Office 365 Suite skills are a must.
- Pleasant personality with strong customer service communication skills both written and verbal.
- Ability to multi-task, anticipate needs and work accurately (attention to detail) in a fast-paced environment, with minimal supervision.
- Ability to learn a variety of software and web-based applications.
- Post-secondary education or a diploma/certificate in Office Administration is considered an asset.
- A positive “team player” focused approach that will enable you to deal with challenging situations with integrity, empathy, and sincerity.
- Excellent time management and organizational skills.
- Experience in discovering and developing volunteers.
- Excellent communication skills.
- Exceptional organizational and time/self-management skills.
- Possess a strong curiosity to learn and ask crucial questions.
- Excellent interpersonal skills and ability to respectfully deal with conflict using the principles set out in Matthew 18.
- Flexible and adaptable.
- Experience working in a collaborative team environment.
- Ability to problem-solve/troubleshoot “on the fly”.
- Detail-oriented and ability to complete tasks quickly and effectively.

Qualifications

- Understand, support, and live out CSC’s membership covenant and statement of faith.
- At least 3 years of administrative support experience.
- This is an ***on-site*** position based at Central Campus (not remote or hybrid).
- Must have a reliable means of transportation to CSC facilities.
- Be a model to others of what is means to be a fully devoted follower of Christ.
- Willingness to commit to and uphold CSC’s Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement and Staff Expectations.

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NOTE: This is an in-person/onsite role and requires some evening and weekend work.

If you can check all the boxes above, we want to hear from you! Please apply by completing our CSC Employment Application and sending it along with your resume and cover letter to careers@cschurch.ca.