



St. Columba Anglican United Shared Ministry

Job Title:	Every Day Sanctuary Team Member: Host & Sunday Lunch Provider	Job Category	Early Morning Hospitality and Sunday Meal Preparation
Location:	St. Columba Anglican United 9190 Granville St. Port Hardy	Position Type:	Part-time (15 hr/wk start) Friday-Sunday
Hourly Rate:	\$17.00 (fall 2022-2023 rate) (vacation accrual 4%)	Probationary Period:	90 days
HR Contact	Sheila Cook and Robert Fyles	Date Posted:	December 1, 2022
Will Train Applicant(s):	For Safe Church and other necessary certifications	Posting Expires	when filled
Applications Accepted By:			
EMAIL admin@stcolumbaporthardy.ca Subject Line: Every Day Sanctuary Team Member PHONE: 250-949-6247		IN PERSON AT THE CHURCH OR MAIL: Attention: The Rev. Sheila Cook St. Columba Anglican United Shared Ministry PO BOX 1260, 9190 Granville St. Port Hardy, BC V0N 2P0	
JOB DESCRIPTION			
ROLE AND RESPONSIBILITIES EVERY DAY SANCTUARY: THIS POSITION IS FOR THURSDAY, FRIDAY, & SATURDAY 6:30-9:30 AM <ul style="list-style-type: none"> As a part of the team, to open and host early morning space for friends experiencing homelessness, near homelessness and those who need a kind place and a friendly hello. Responsible for offering coffee, tea, electrolytes, broth, and other available nourishment. Offering quiet rest and a friendly place to be. Sit with, converse, and engage friends. Responsible to clean at the end of each shift (half an hour at the end of shift from (9-9:30am) SUNRISE SANCTUARY SUNDAY LUNCH PROVIDER. THIS POSITION IS SUNDAY 6:30 AM- 12:30 PM. (Every Day Sanctuary until 9, and meal until 12:30 PM) <ul style="list-style-type: none"> To prepare lunch for Sunday. This is a hot meal with nutritious content for approximately 50 people total. 36-40 meals are sent out at noon with outreach workers from GMAP and ICMT. Approximately 14 to be served in the hall. (These numbers may change based on the needs of the community and evolution of the position) Responsible to prepare and dispense meals, utilizing foods received from Loaves and Fishes Agency Drop. To coordinate and work with the team on menu planning and food acquisition. Responsible to clean kitchen and dishes . 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Food Safe Level 1 Certification; Safe Church (will train onsite); Police Information Check (specific to vulnerable sector check)			
PREFERRED SKILLS:			
Kind and compassionate approach, First Aid Certification, trauma informed care; non-violent crisis intervention; an understanding of harm reduction.			