



Job Description

College Assistantship: Chapel Refreshment & Events Assistant

Number of Students Needed: 1

This College Assistantship includes two roles: Chapel Refreshment & Events Assistant.

Supervisor: You are accountable to the Events Coordinator.

1. CHAPEL REFRESHMENT

Responsibilities:

Weekly:

1. Ensure there is a dessert provided by a faculty member, staff member, or student, or, ensure there are packaged cookies on hand.
2. Check the refrigerator in the faculty / staff lounge to ensure there is sufficient milk, cream, butter, tea bags and sugar.
3. Let your supervisor know when there is a shortage of supplies. You will be responsible to purchase any items needed with petty cash provided by the Receptionist or the College credit card from the Events Coordinator.

Before Chapel:

1. Prepare coffee, tea and water.
2. Prepare the dessert in individual portion sizes.
3. Set out rolls and butter.
4. Set up supplies on a table including a coffee mug(s) for guest speakers.
5. Obtain community lunch float.

After Chapel:

1. Clean and store away all tables. Wipe down tables in Langley Room.
2. Store leftover lunch food in containers.
3. Wash all dishes and put away in cupboards. When there is a dishwasher, load and unload the dishwasher.

4. Leave kitchen clean after luncheon, both in the Manning Memorial Chapel and in the Faculty and Staff Lounge in the College building.

Schedule: Your responsibilities begin with the first day of chapel and conclude on the last day of chapel.

Generally, you are required to work an average of **2-3 hours per week** throughout the fall semester (September 3, 2019, to December 12, 2019) and winter semester (January 6, 2020, to April 19, 2020).

Your schedule includes whenever a chapel service is held throughout the academic year, including:

- Fall Reading Week, ADC intensives (October 28-November 1, 2019)
- Winter Reading Week, ADC intensives (February 17-21, 2020)

2. EVENTS ASSISTANT

Responsibilities:

- Assist with events listed below
- Attend all events to assist with running the event, including set-up and clean-up
- Prepare refreshments as needed (including clean up)
- Perform various tasks and duties in the preparation, execution, and follow up of all events.

Schedule

Assist with the following events on the dates listed:

Event	Dates of Event	Estimated Hours*
Installation	Thursday, September 5, 2019	4
All-ADC Retreat	Friday, September 6, 2019	6
Hayward Lectures	October 21-23, 2019	18
Taylor Centre event	Saturday, November 2, 2019	6
Simpson Lectures	February 10-12, 2020	30
ACBAS event	Tuesday, March 31, 2019	4
Other events	To be determined	4
Total Hours		72

*These hours are in addition to your duties as Chapel Refreshment. There will be some evening hours.

If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately. This replacement person will be chosen from the list of approved students who have received a college assistantship bursary.

Remuneration: A College Assistantship is granted for the academic year and is paid in the amount of \$1,650

Keys: You are required to return keys, if applicable, to the Assistant Building Manager at the end of the winter term.

Key #	
Received Date	
Returned Date	

Student: _____

Building Manager: _____

I understand and agree to fulfill the responsibilities of these two positions.

Date: _____

Student: _____

Supervisor: _____