



College Assistantship: Events Assistant for Chapel

Number of Students Needed: 1

Supervisor: You are accountable to the Events Coordinator.

All services provided as per COVID-19 restrictions set in place by Public Health.

Responsibilities:

Weekly on Wednesday morning or earlier:

- 1 Ensure there is a dessert.
- 2 Check the refrigerator in the Faculty and Staff Lounge to ensure there is sufficient milk, cream, butter, tea bags, and sugar.
- 3 If there is a shortage of supplies, inform your supervisor and purchase these supplies with petty cash provided by the Receptionist or the College credit card provided by the Events Coordinator.

Chapel is scheduled Wednesdays at **11:15 am** during the term, followed by Community Lunch at **12:00 pm**.

Before Chapel:

- 1 Prepare coffee, tea, and water.
- 2 Prepare the dessert in individual portion sizes.
- 3 When needed, set out dishes and silverware.
- 4 When soup is on the menu, set out rolls and butter.
- 5 Set up supplies on a table including coffee mug(s) for guest speakers.
- 6 Be prepared to receive food delivery from the caterers. Unless catered by Chartwells, arrange food on the tables.
- 7 If food delivery is not available, assist the Events Coordinator with picking up the food order.
- 8 Obtain community lunch float.

After Community Lunch:

- 1 Clean and store away all serving tables. Wipe down tables in the Langley Room.
- 2 Store leftover lunch food in containers.
- 3 Put all dishes in the dishwasher.
- 4 Leave kitchen clean after lunch in the Faculty and Staff Lounge in the College building.

Location: These responsibilities must be completed onsite at the College.

Schedule: Generally, you are required to work an average of **3 hours per week** throughout the fall semester and winter semester.

Your responsibilities begin the first day of each term and conclude on the last day of classes.

Fall Term: Between September 12, 2022, and December 8, 2022, inclusive

Winter Term: Between January 9, 2023, and April 6, 2023, inclusive

Your schedule may include the two reading weeks if a Chapel service is scheduled.

Fall Reading Week Between October 31, 2022, and November 4, 2022, inclusive

Winter Reading Week Between February 21, 2023, and February 24, 2023, inclusive

For a list of specific calendar dates, visit <https://acadiadiv.ca/academic-calendar/>

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 **\$500** for the fall term and **\$500** for the winter term.

Keys: You are required to return keys, if applicable, to the 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 this position.

Date: _____

Student: _____

Supervisor: _____