



## Campus & Catering Associate

Department: Campus Operations  
Reports To: Director, Campus Operations  
Direct Reports: None  
Status: Full-time (Sundays Mandatory)

### Who We Are:

The Peoples Church is passionate about sharing the life changing message of Jesus both here in Toronto, and around the world. Our worship services are gospel-centered and globally informed and reflects our diverse make up with over 120 different nationalities represented. We are home to more than 3,000 members from a wide variety of backgrounds, generations, and perspectives, brought together by the Father, through the sacrifice of the Son, in the power of the Holy Spirit. We want all people to experience Christ, embrace community, and engage globally. Due to Covid-19 we currently gather online, and through our television broadcast, Living Truth. Our ministry is supported by a staff team of 40 who are inspired by our mission – Growing the body of Christ for God’s global mission.

### Position Overview:

The Campus and Catering Associate must have a passion for serving people. The incumbent will be responsible for managing food orders and overseeing all aspects of kitchen operations, while maintaining high quality service levels. He/She will recruit, train and schedule volunteer kitchen staff. This role will also maintain appropriate inventory and supply levels for both kitchen and overall campus supplies. As part of the Campus Operations Team, this role would assist in overall room setups for events, minor cleaning when required and general campus care.

### Major Responsibilities:

- Responsible for tracking and ordering all food and campus supply inventory
- Order all ministry event and rental catering needs
  - Work with preferred food vendors to fulfill catering requests
  - Work closely with Ministry Booking Manager to receive catering requests
- Able to navigate event booking software to receive campus operations details. (i.e. room layouts, catering, security, special requests, etc.)
- Ability to research and propose cost saving initiatives related to campus operations supplies
- Work with Campus Operations & Events to create and maintain a yearly catering services budget
- Coordinate Sunday morning food services volunteer schedule
- Responsible for basic kitchen cleaning and managing overall equipment maintenance/inspection by sourcing contractors
- Setup facility spaces for meetings, conferences, events, etc.
- Responsible for opening and/or closing the overall building based on assigned shift
- Assist in keeping the facility in a neat and tidy condition, light cleaning duties as required
- Ensure cleaning materials and supplies are stored in a safe and orderly manner

**Qualifications:**

- Must have a deep growing personal faith in Jesus Christ and support the Statement of Faith of The Peoples Church
- Food handling certificate a must
- Minimum 2 years of experience in food services
- Ability to respond and adapt quickly in a dynamic and changing environment
- Demonstrated ability to lead and direct a team
- Knowledge of cost analysis and budgeting techniques
- Excellent teamwork and team building skills
- Strong attention to detail in all areas of work
- Demonstrated hospitality experience
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Ability to communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds

**Working Conditions:**

- 35 hours per week, variable working hours including occasional weekends and holidays
- Interacts with others (volunteers, staff, patrons) regularly
- Intermittent physical activity including walking, standing, sitting, and lifting
- Ability to lift up to 40 lbs.
- Support and Understand the Shared Mandate and Statement of Faith

**Interested applicants are invited to email their résumés in pdf format and reference # 21-CCS-810 in the cover letter to:**

**Attn: Human Resources**

**Email: [Employment@ThePeoplesChurch.ca](mailto:Employment@ThePeoplesChurch.ca)**

**We thank all applicants for their interest; however only those selected for an interview will be contacted.**

The Peoples Church strive to continually lead with our values and are committed to having a staff team that represents the communities that we serve. The Peoples Church is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR Director of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.