QUIC COMMUNITY LUNCHES ASSISTANT
Fall/winter 2017-2018
Job Posting

The Community Soup Lunch is an event organized to bring the Queen’s community together over a bowl of soup with recipes from various countries. Five Community Soup Lunches take place at QUIC during the academic year (fall and winter). Each event takes place between 12 – 1 pm.

SUMMARY:
Position of approx. 28 hours during fall and winter semester (5 events, 5.5 hours/events) to the QUIC. The Assistant is to provide lunch room and kitchen help related to the QUIC Community soup lunches. NUMBER OF POSITIONS: 4

ELIGIBILITY:
Applicants must hold a Work-Study Entitlement
www.queensu.ca/studentawards/financial-assistance/work-study-program
Position is open to Queen’s students (international students are encouraged to apply).

WORK PERIOD:
Applicants must be available to work between morning and early afternoon on:
- Wednesday, Sept 20
- Wednesday, Oct 18
- Wednesday, Jan 17
- Wednesday, Feb 14
- Wednesday, Mar 14
[confirmation is required for Fall dates]

SUPERVISOR: Student workers report to the QUIC International Programs Assistant.

DUTIES AND RESPONSIBILITIES:
- Some food preparation and assisting the cook (as required)
- Lunch room set up - arranging furniture and signage
- Kitchen clean up (no cooking)
- Collecting and rinsing of dishes; using the QUIC dishwasher
- Welcoming event attendees
- Delivery of cultural learning material, QUIC promotion

REQUIRED SKILLS:
- Excellent communication, interpersonal skills, and intercultural awareness
- Ability to work independently and exercise sound judgement
- Some experience with food events (meals for a group of people)
- Ability to lift and arrange small furniture (chairs and small tables), trays and dishes
- Ability to multitask and work in a fast-paced environment

DEADLINE TO APPLY: Sunday, August 13, 2017

HOW TO APPLY:
Please e-mail your resume and cover letter that outlines your skills and experience and motivation to work with the QUIC to m.badmos@queensu.ca with position title in subject line.