The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

FOODBANK ASSISTANT (ONE OF TWO POSITIONS)

The Guelph Student FoodBank provides University of Guelph students access to emergency food, anti-poverty resources, and referrals to other food security, anti-poverty, and financial assistance groups. The FoodBank operates on an honesty policy, meaning visitors do not need to provide financial information when they register. This service is always confidential.

The FoodBank Assistant’s primary function is to support the FoodBank Coordinator in the continued operations of the Guelph Student FoodBank.

<table>
<thead>
<tr>
<th>Term</th>
<th>October 1 to December 15, 2023, 11 weeks</th>
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<tbody>
<tr>
<td></td>
<td>January 8 to April 19, 2024, 15 weeks</td>
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<tr>
<td></td>
<td>Total of 26 Weeks</td>
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<tr>
<td>Hours</td>
<td>10 – 12 hours per week, during FoodBank hours of 10am – 6pm</td>
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<td></td>
<td>Must be available to work a 3.5-hour portioning shift on Thursdays</td>
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<tr>
<td>Wages</td>
<td>$16.88 per hour, plus 4% vacation pay</td>
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<tr>
<td>Team Leader</td>
<td>FoodBank Coordinator</td>
</tr>
<tr>
<td>Executive Supervisor</td>
<td>Vice President External</td>
</tr>
</tbody>
</table>

TRAINING AND TRANSITION: UPDATE THIS SECTION

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - Anti-Oppression
  - Accessible Service Provision
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
  - Workplace Respect: Workplace Violence & Harassment
- Required to receive FoodBank specific training (including Food Handler Certification) prior to official Fall start date as coordinated by the FoodBank Coordinator

JOB DESCRIPTION

GENERAL RESPONSIBILITIES:

- Complete all hours on-site during FoodBank hours of operation
- Work a minimum 3.5 hour portioning shift on Thursdays between 10am – 6pm
- Ensure the FoodBank is operating in an inclusive manner
• Uphold poverty aware, anti-racist and anti-discriminatory values and practices at all times
• Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract
• Be available by appointment outside of set FoodBank hours, if required
• Assist and meet with the FoodBank Coordinator as requested
• Attend CSA All-staff meetings (approximately 3 meetings per Fall and Winter semester)
• Submit biweekly timesheets to the Business Manager per payroll schedule

GENERAL DUTIES:
• Support the FoodBank Coordinator in the continued operations of the FoodBank
• Ensure adherence of visitors and support staff to public health and specific FoodBank health and safety requirements
• In collaboration with other FoodBank staff, maintain cleanliness, sanitization, and proper food storage according to public health and safety guidelines
• Organize, portion, and distribute items based on visitor request/availability
• Direct and communicate with visitors as they arrive
• Ensure all visitor information remains confidential when applicable
• Inform new visitors of the process of signing up and/or booking an appointment
• Support the FoodBank Coordinator in creating, promoting, and executing virtual events such as cooking classes and workshops in line with the values and goal of the FoodBank subject to operational needs

QUALIFICATIONS:
• Available to work a minimum 3.5 hour portioning shift on Thursdays
• Strong understanding of, and commitment to, diversity and inclusion
• Excellent customer service skills
• Experience working within Public Health and Safety guidelines
• Strong communication and writing skills
• Strong initiative and time management skills
• Ability to effectively multi-task and reprioritize as circumstances change
• Ability to work independently with minimal supervision, and within a team
• Some knowledge of FoodBank operations and willingness to learn more
• Experience volunteering in anti-poverty organizations is an asset
• General knowledge of the CSA and its operations is an asset

Deadline for applications is Friday, September 22, 2023, at 12:00 Noon
Resumes and Cover letters should be submitted online through the CSA application process found at http://www.csaonline.ca/jobs

For a complete copy of the CSA Hiring Policy, visit https://csaonline.ca/about/bylaws-policies. The CSA hiring policy is found in Appendix C of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students, and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.