The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership and represent 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, SafeWalk, Student Help and Advocacy Centre, printing, and promotional services.

FOODBANK COORDINATOR

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. Students may drop in and receive 30 food items per person in the family each month. 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 Coordinator is responsible for the overall maintenance of the FoodBank. For the physical space, this entails making sure the space is accessible and inclusive; that an adequate supply of fresh, nutritious food is available; and that all health inspections are completed and passed. Externally, the Coordinator is the point person for liaising with other groups about food security, advocacy for food security issues, and running educational workshops for visitors to augment the food received.

| Term | July 26, 2021, to August 5, 2022
| Total 54 Weeks |
| Hours | Average 32.5 hours per week in Summer semester, 35 hours per week in Fall/Winter semesters
| Hours to be completed on site at the FoodBank except where off-site work is required, average hours can vary based on programming and time of the year |
| Annual Salary | $35,500 |
| Benefits | 3 paid Personal Emergency Leave Days (PED) |
| Health and Dental Plan Coverage – single/family |
| Transportation Benefit of $700 |
| Education/Retirement Benefit equal to 3% of salary |
| Personal Benefit Allowance of $300 |
| Vacation Period during FoodBank Closure – April 25 to May 6, 2022, inclusive |
| Executive Supervisor | Vice President External |

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - CSA Staff Orientation (1 hr)
  - Workplace Health & Safety (2.5 hrs)
  - Anti-Oppression (1 hr)
  - Workplace Violence & Harassment (1.5 hrs)
  - Accessible Service Provision (1 hr)
- Required to receive additional FoodBank specific training during first two weeks of contract from outgoing FoodBank Coordinator
- Required to provide 5 hours of one-on-one training to the new incoming FoodBank Assistant at the beginning of their contract
- Required to provide training over 2 weeks to the incoming FoodBank Coordinator at the end of the contract
- Throughout the term of employment, required to update the FoodBank Operating Manual and electronically submit the updated manual to the Office Manager and the Policy & Transition Manager prior to the end of the contract
- May be required to sit on the FoodBank Coordinator hiring committee as the staff member, as directed by your Executive Supervisor
JOB DESCRIPTION:

GENERAL DUTIES:

• Ensure the FoodBank is open for a minimum of 4 business days per week during the Fall and Winter Semesters and a minimum 3 days per week in the Summer semester (subject to change due to the COVID-19 pandemic)
• Be available by appointment outside of set FoodBank hours, when required
• Act as the Team Leader to the FoodBank Assistant and any other CSA-funded staff acting in a supportive role at the FoodBank
• Ensure the FoodBank is operating in an inclusive and anti-oppressive manner
• 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
• Maintain a digital time log (stored on your G:drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
• Organize regular meetings with the FoodBank team
• Meet with your Executive Supervisor at least once a month, and as requested
• Participate in the evaluation of FoodBank staff in collaboration with the Executive Supervisor
• Prepare reports for the Board of Directors as requested
• Participate in the FoodBank Committee as referenced under Appendix A of the Internal CSA Policy

Operations

• Maintain an adequate supply of non-perishable, fresh and frozen food
• Maintain an adequate supply of toiletries and other essential non-food staples for visitors
• Manage and make available the Special Diet and Compassionate Funds
• Manage the FoodBank budget with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary
• Attend 2 budget meetings per semester with the Business Manager
• Coordinate the development, implementation, and management of the FoodBank Garden in collaboration with the FoodBank Assistant

Advocacy

• Advocate for the needs of students who use the FoodBank
• Provide referrals and resources to clients in crisis
• Work to raise awareness of hunger and poverty in the campus community

Record Keeping

• Maintain the visitor database along with accurate usage statistics and records
• Maintain organized records of the current and previous years and to be familiar with records from previous years
• Maintain inventory that balances with usage statistics
• Maintain the Volunteer Binder, that will explain FoodBank operation to new staff and volunteers in collaboration with the FoodBank Assistant

Health & Safety, Space and Accessibility

• Ensure the safety and comfort of the FoodBank by maintaining cleanliness, food safety, and physical accessibility in compliance with Wellington-Dufferin-Guelph Public Health (WDGPH) guidelines
• Ensure the FoodBank is staffed according to Public Health guidelines
• Ensure that an annual health inspection takes place with the WDGPH unit and all recommendations are acted upon
• Ensure that regular health and safety inspections take place with the CSA Joint Health and Safety Committee and all recommendations are acted upon
• Seek out continual education in food safety and health standards, including completing the Certified Food Handler Course
• Strive to make the FoodBank more accessible to the student body in terms of awareness, physical access, and minimizing social stigma associated with using the service

Liaising
• Network with relevant community and on-campus groups in order to ensure knowledge of the on-campus FoodBank and anti-poverty resources in collaboration with the Volunteer Coordinator
• Participate in the Peas in the Pod group
• Renew the Guelph Food Bank Member Agency Agreement in consultation with the CSA VP External
• Communicate and ensure good working relations between the FoodBank and the SEED

Donations & Solicitations
• Pursue and maintain relationships with new and previous donors /suppliers of food and funds to the FoodBank
• Organize and execute a food drive at the end of the fall semester and during Move Out Madness.
• Work on all issues related to donations and to maintain continuity and tradition in FoodBank donor relations
• Coordinate donation records, pick up and stocking

Promotion & Event Coordinating
• Coordinate programming in collaboration with the CSA VP External and Assistant Coordinator
• Ensure that awareness campaigns are run so that students are aware of the FoodBank and how to access the service
• Organize the FoodBank newsletter to advertise relevant events to visitors who have signed up
• Meet and work with the Promotional Services & Graphic Designer to create promotional material for events, campaigns and initiatives
• Contact the Promotional Services & Graphic Designer to update the FoodBank pages on the CSA website, submit advertisements for the Ontario’s Back-to-School Guide, as well as the Orientation Guide
• Participate in resource fairs during Orientation Week as well as CSA Clubs Days in order to promote the FoodBank (where possible and/or applicable given the COVID-19 pandemic)
• Aid in planning and implementing the annual Hunger Awareness Week in conjunction with the Assistant Coordinator and Universities Fighting World Hunger
• Ensure consistent food skills educational programming for students, including monthly cooking classes and gardening workshops
• Participate in resource fairs during Orientation Week as well as CSA Clubs Days in order to promote the FoodBank (where possible and/or applicable given the COVID-19 pandemic)
• Aid in planning and implementing the annual Hunger Awareness Week in conjunction with the Assistant Coordinator and Universities Fighting World Hunger
• Ensure consistent food skills educational programming for students, including monthly cooking classes and gardening workshops
• Pursue new initiatives at the FoodBank in keeping with the organization’s core goals and values
• Ensure summary reports of events are completed with recommendations for future years

QUALIFICATIONS:
• Communication, organization, and time management skills
• Demonstrated initiative and ability to work independently
• Strong understanding of, and commitment to, anti-oppression
• Knowledge of FoodBank operations and willingness to learn more
• Awareness of health, safety, and accessibility issues specific to a FoodBank
• Experience in advocacy work on behalf of students and/or low-income people
• Demonstrated awareness of social services within Guelph and surrounding areas
• Awareness of the University of Guelph environment and resources
• Knowledge of financial aid resources, both on- and off-campus
• General knowledge of the CSA’s operations and services
• General knowledge of financial management and budgeting
• Experience with volunteer management is an asset
• Event management experience is an asset
• Access to a vehicle is an asset

**Deadline for applications is Wednesday, June 23rd, 2021 at 12:00 PM (noon)**

Resumes and Cover letters should be submitted online through the CSA application process found at [http://www.csaonline.ca/jobs](http://www.csaonline.ca/jobs)

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

The CSA is a 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.