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

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>Summer Semester 2021 – 10 Flex Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>September 7 to December 17, 2021, 15 weeks</td>
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<tr>
<td></td>
<td>January 10 to April 22, 2022, 15 weeks</td>
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<td></td>
<td>Total of 30 Weeks</td>
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<tr>
<td>Hours</td>
<td>10 hours per week, 310 hours total</td>
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<tr>
<td>Wages</td>
<td>$5,159 (includes vacation pay)</td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td>FoodBank Coordinator</td>
</tr>
<tr>
<td>Executive Supervisor</td>
<td>Vice President External</td>
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</tbody>
</table>

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)
  - Accessible Service Provision (1 hr)
  - Covid Infection, Prevention and Control Awareness (.5 hr)
- Required to receive FoodBank specific training (including Food Handler Certification) prior to official Fall start date as coordinated by the CSA Office Manager
- May be required to sit on a FoodBank hiring committee as directed by the VP External

GENERAL RESPONSIBILITIES:

- Ensure the FoodBank is operating in an inclusive manner
- Uphold poverty aware, anti-racist and anti-discriminatory values and practices at all times
- Maintain a digital time log (stored on the FoodBank’s G:drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- 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

SUMMER DUTIES: 10 FLEX HOURS
• Complete all online staff training modules (approximately 7 hours)
• Complete FoodBank specific training (approximately 3 hours)

JOB DESCRIPTION:
• Support the FoodBank Coordinator in the continued operations of the FoodBank
• Alongside the FoodBank Coordinator, train, lead and direct support staff in daily FoodBank operations and procedures
• Ensure adherence of visitors and support staff to public health and specific FoodBank health and safety requirements under the COVID-19 pandemic
• 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
• 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:
• Strong understanding of, and commitment to, diversity and inclusion
• Strong leadership skills and ability to motivate, inspire and give direction
• Strong communication and writing skills
• Some knowledge of FoodBank operations and willingness to learn more
• Ability to work independently with minimal supervision
• Good organization and time management skills
• Experience volunteering in anti-poverty organizations an asset
• Food Handler Certification is an asset
• General knowledge of the CSA and its operations an asset

Deadline for applications is Wednesday, July 7, 2021, at 4:00 PM
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 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.
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.