



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 (FALL & WINTER)

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. Registered students may receive 30 food items per person 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 Assistant’s primary function is to support the FoodBank Coordinator in the daily operations of the Guelph Student FoodBank.

As a staff member, the FoodBank Assistant must uphold and support the [CSA’s Mandate and Approach](#) and work towards the overall success of the CSA and the Team as we serve our members.

<b>Term</b>	September 3 to December 13, 2024, 15 weeks January 6 to April 18, 2025, 15 weeks Total of 30 Weeks
<b>Hours</b>	12 hours per week, during FoodBank hours of 10am – 6pm
<b>Wages</b>	\$17.55 per hour, plus 4% vacation pay
<b>Team Leader</b>	FoodBank Coordinator
<b>Executive Supervisor</b>	Vice President External

### 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 facilitated by the FoodBank Coordinator

### JOB DESCRIPTION

#### GENERAL RESPONSIBILITIES:

- Complete all hours on-site during FoodBank hours of operation
- Ensure the FoodBank is operating in an inclusive manner
- Be flexible, especially with respect to hours worked per week

- 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 daily operations of the FoodBank
- Follow Public Health guidelines and general safety requirements
- Maintain cleanliness, sanitization, and adherence to food storage guidelines in collaboration with FoodBank staff
- 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
- Facilitate events and create resources, in line with the values and goals of the FoodBank, under the direction of the FoodBank Coordinator if time permits

**QUALIFICATIONS:**

- Strong understanding of, and commitment to, diversity and inclusion
- Excellent customer service skills
- Experience working within Public Health and Safety guidelines
- Demonstrated initiative and ability to work independently, and within a team
- Ability to effectively multi-task and reprioritize as circumstances change
- Some knowledge of FoodBank operations and willingness to learn more
- Experience volunteering in anti-poverty organizations is an asset
- Knowledge of food access and anti-poverty resources, both on and off campus is an asset
- General knowledge of the CSA and its operations is an asset

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**Deadline for applications is Friday, August 16, 2024, at 4 pm**

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

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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 an accommodation please contact [lclarke@uoguelph.ca](mailto:lclarke@uoguelph.ca)

New hires who require an Accommodation Plan must request a meeting with Lee Anne Clarke, the Business Manager and member of the 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.