



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 Cafe, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, 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. 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 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. The Coordinator is the point person for liaising with other groups on campus about fundraising initiatives and provide educational resources for visitors to augment the food received.

<b>Term</b>	August 12, 2024 to August 1, 2024 Total 51 Weeks <i>Opportunity to renew for an additional year</i>
<b>Hours</b>	Average 35 hours per week <i>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</i>
<b>Annual Salary</b>	\$39,000 (52 weeks)
<b>Benefits</b>	5 paid Personal Emergency Leave Days (PED) Health and Dental Plan Coverage – single/family Paid Parking Pass or CSA provided Guelph Transit Pass Education/Retirement Benefit equal to 3% of salary Personal Benefit Allowance of \$600 10 days' Vacation during FoodBank Closure (April 28 – May 9) Paid time off during End of Fall Semester break (December 16 – January 3, 2025)
<b>Executive Supervisor</b>	Vice President External

### TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - Anti-Oppression
  - Accessible Service Provision
  - Sexual and Gender Based Violence Awareness
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - Workplace Respect – Legislated Training
  - CSA Positive Workplace
- Must receive/have Food Handler Certification prior to start date (to be paid by CSA if required)

- Required to receive additional FoodBank-specific training during first week of contract from outgoing FoodBank Coordinator or designate
- Throughout the term of employment, required to maintain and update the FoodBank Operating Manual, changes are to be approved by the VP External and a final copy must be stored on the CSA Shared G:Drive prior to the end of the contract
- Required to provide 5 hours of one-on-one training to the new incoming FoodBank Assistant at the beginning of their contract
- May be required to sit on the FoodBank Coordinator hiring committee as the staff member, as directed by your Executive Supervisor
- Required to provide 30 hours comprehensive training to the incoming FoodBank Coordinator prior to the term ending date

## **JOB DESCRIPTION**

### **GENERAL RESPONSIBILITIES:**

- Act as the Team Leader and offer support and guidance to the FoodBank Assistants
- Ensure the FoodBank is open for a minimum of 4 business days per week
- Ensure the FoodBank is operating in an inclusive and anti-oppressive manner
- Be flexible, especially with respect to hours worked per week
- Maintain a digital time log (stored on the CSA Shared 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
- Attend CSA All-staff meetings (approximately 3 meetings per Fall and Winter semester)

### **OPERATIONS:**

- Ensure space is welcoming, clean, and tidy
- Maintain an efficient appointment schedule, managing cancellations, and providing timely communication to visitors
- Respond to intake form applications within 5 business days, and monitor waitlist regularly
- Regularly submit orders to ensure an adequate supply of non-perishable, fresh and frozen food, and essential toiletries are available for appointment days
- Utilize grocery store specials, when possible, to increase purchasing capacity
- Maintain accurate records to ensure visitors stay within their monthly allotment of 30 items
- Ensure bulk items are appropriately portioned and well-stocked
- Ensure FoodBank pages on the CSA website are current
- Provide referrals and resources to clients in crisis
- Provide food-skills educational resources for students
- Regularly share relevant information with visitors
- Communicate and ensure good working relations with the SEED and Sysco
- Participate in the Peas in the Pod group as availability permits
- Actively participate in the monthly FoodBank Operations meetings, providing statistical data and recommendations to better serve our visitors
- Manage the FoodBank budget with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary
- Facilitate operations of the FoodBank garden as required
- Fulfill any other duties as mutually agreed upon with your Supervisor

#### **HEALTH & SAFETY, SPACE AND ACCESSIBILITY:**

- Ensure the FoodBank is in compliance with Wellington-Dufferin-Guelph Public Health (WDGPH) guidelines by maintaining environmental, food safety, and physical accessibility protocols
- Ensure the FoodBank staff are operating 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
- 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

#### **DONATIONS & SOLICITATIONS:**

- Maintain a comprehensive list of donors
- Record all food and financial donations, and coordinate deliveries and (when possible) pick-ups
- Acknowledge and thank donors in a timely manner
- Promote awareness to campus partners of the opportunity to donate to the FoodBank
- Organize and execute regularly scheduled food drives with campus partners

#### **RECORD KEEPING & REPORTS**

- 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
- Prepare an overview and service update report for presentation to the Board of Directors as coordinated by the Policy & Transition Coordinator
- Prepare a service report and participate in the CSA's General Members Meeting (GMM) held annually in March
- Prepare an end-of-year summary report, detailing the number of visitors, general nature of visits, workshops offered and attendance, general feedback, opportunities for enhanced service

#### **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 food bank
- Awareness of the University of Guelph student environment
- Knowledge of food access and anti-poverty resources, both on and off campus
- General knowledge of data management and reporting
- Supervisory experience
- Fundraising experience
- General knowledge of the CSA's operations and services
- Access to a vehicle is an asset

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**Deadline for applications is **Wednesday, July 17, 2024, at 12 noon****

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 accommodations please contact [csamain@uoguelph.ca](mailto:csamain@uoguelph.ca).

Hires who require an Accommodation Plan must request a meeting with the Business Manager (member of 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.