**JOB DESCRIPTION**

**Position Title:** Mac Community Kitchen Coordinator

**Term of Office:** September 1 – April 30

**Supervisor:** MAC Bread Bin Director through the Assistant Director

**Remuneration:** Refer to OPERATING POLICY 2.2 – APPENDIX A

**Hours of Work:** 5 hours per week

**General Scope of Duties**

The Mac Community Kitchen Coordinator will assist in the planning and execution of programming, community outreach, and student engagement. They will ensure that operations are running smoothly and act as the Kitchen’s administrative contact. The Coordinator will act as a liaison between individuals and organizations with a stake in food sovereignty between the Hamilton community and MAC Bread Bin and Hospitality Services. The Coordinator will gather a group of students to assist in the implementation and growth of the Mac Kitch(in), providing leadership opportunities for students passionate about community development, sustainability, and health and wellness. Additionally, the Coordinator will play an integral role in evaluating the project as it progresses, building a concrete framework to ensure the community kitchen’s sustainability for many years to come, and communicating the program’s results to the various stakeholders. In addition to engaging with participants on a personal level and gaining first-hand feedback, the coordinator will work with the MSU’s Education Department to facilitate and implement assessment strategies to review the program’s impact.

### Major Duties and Responsibilities

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<th>Category</th>
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| Supervisory Function | 35%     | ▪ Manage and coordinate all operations of the Mac Kitch(in) in consultation with the MAC Bread Bin Assistant Director, the MAC Bread Bin Director and Hospitality Services, i.e., plan and supervise the execution of at least three workshops on campus per semester. Tasks will include, for example, engaging workshop leaders, managing registration and payments, and coordinating the acquisition of ingredients.  
  ▪ Recruit, train and supervise Community Kitchen volunteers |
| Research Function    | 5%      | ▪ Work with the MSU Education Department to conduct community research  
  ▪ Work with the MSU Education Department to organize focus groups to gather feedback on the service and discuss future directions as needed  
  ▪ Work with the MSU Education Department to create and... |
Financial & Budgeting Function | 5% | • Work with the MSU Accounting Office to decide on a system for accepting, tallying, and recording information related to Community Kitchen event registrations  
• Work with the MAC Bread Bin Director to ensure the Community Kitchen budget aligns with the service budget  
• Retain financial information to receive reimbursement from the MAC Bread Bin Director  
• Ensure all costs remain within allocated budget and inform the MAC Bread Bin Director of all expenditures

Communications Function | 25% | • Maintain strong communication with the MAC Bread Bin Assistant Director and Hospitality Services  
• Maintain strong communication with volunteers and fellow executives  
• Build and sustain positive relationships with community partners and other groups focused on food sovereignty both on and off campus

Advertising & Promotions Function | 25% | • Work with the MAC Bread Bin Promotions Coordinator to communicate ideas for promotional material and timelines to work within  
• Network with relevant on- and off-campus groups to promote the Community Kitchen and related programming  
• Continually advertise the Community Kitchen programs, workshops, and relevant registration deadlines  
• Continually advertise MAC Bread Bin and the Food Collective Centre as resources for emergency assistance

Other | 5% | • Investigate avenues for program sustainment and growth  
• Provide feedback on the service  
• Hold volunteer meetings as required  
• Attend executive meetings as scheduled  
• Other duties as assigned by the MAC Bread Bin Assistant Director and the MAC Bread Bin Director

Knowledge, Skills and Abilities
• Awareness and understanding of topics associated with MAC Bread Bin (e.g. food security, food accessibility, food sustainability)  
• Excellent organizational skills with strong attention to detail  
• Leadership skills required  
• Ability to lead and work with others to execute events.  
• Ability to coordinate with others and take initiative to ensure successful completion of tasks  
• Ability to work well under minimal supervision and take ownership of all projects  
• Good interpersonal skills  
• Strong communication skills  
• Nutritional knowledge or interest in nutrition is an asset

Effort & Responsibility
• Maintain confidentiality of all individuals accessing MAC Bread Bin services  
• Responsible for the Community Kitchen space in Bridges Café
- Responsible for the collection and analysis of user statistics
- Responsible for maintaining an appropriate and positive image of the MSU

**Working Conditions**
- Time demands may exceed stated hours of work
- Work is performed in a shared space

**Training and Experience**
- Volunteer management experience is an asset
- Experience with MAC Bread Bin as a volunteer and/or user is an asset
- Food Handlers Certificate (provided)
- Other necessary training will be provided

**Equipment**
- Shared computer and telephone resources