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| MSU-logo-2001 | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **MSU Food Collective Centre Good Food Coordinator** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | MSU Food Collective Centre Director through the Assistant Director |
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| **Remuneration:** | C1 |
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| **Hours of Work:** | 5 hours per week |

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| **General Scope of Duties** |
| The Good Food Coordinator will work closely with the volunteer team, Assistant Director, Director and Grace Lutheran Church to coordinate the Good Food Box program on campus as well as the Food Collective Centre in Bridges Cafe. The Coordinator is responsible for contacting suppliers, working with the MSU Accounting Office to accept orders, administrative tasks and facilitating delivery of Good Food Boxes to students. The Coordinator is also responsible for overseeing the daily operations of the Food Collective Centre Space, as well as educating McMaster students about the services offered through the Food Collective Centre to combat student poverty and hunger. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 45% | * Manage and coordinate all operations of the Food Collective Centre Space in consultation with the Assistant Director, including ordering supplies, determining food portions, and maintenance of inventory that balances with usage statistics * Recruit, train, and supervise volunteers to assist in coordination of the Good Food Box program and running the Food Collective Centre Space * Coordinate and attend monthly Good Food Box packing * Supervise individuals in the Food Collective Centre Space and ensure appropriate use of the space * Maintain statistics and records; track and analyze usage at the Food Collective Centre Space and Good Food Box program, monitor outcomes, and make recommendations for changes to the MSU Food Collective Centre Assistant Director |
| Financial & Budgeting Function | 5% | * Work with the MSU Accounting Office to decide on a system for accepting, tallying and recording information related to student Good Food Box orders * Work with the MSU Food Collective Centre Director to ensure the Food Collective Centre Space budget aligns with the service budget * Retain financial information to receive reimbursement from the MSU Food Collective Centre Director * Ensure all costs remain within the allocated budget and inform the MSU Food Collective Centre Director of all expenditures |
| Communications Function | 30% | * Maintain strong communication with the Assistant Director, Grace Lutheran Church and Hamilton Food Share (Good Food Box Program sector) * Maintain strong communication with volunteers and fellow executives * Build and sustain positive relationships with community partners and other groups focused on food sustainability, food accessibility, and food security, both on and off campus |
| Advertising & Promotions Function | 10% | * Work with the Promotions Coordinator to communicate ideas for promotional material and timelines to work within * Network with relevant on and off campus groups to promote the Food Collective Centre Space and Good Food Box program (e.g. Student Financial Aid & Scholarships, SHEC, Off-Campus Resource Centre) * Continually advertise the Food Collective Centre Space hours and Good Food Box order deadlines * Continually advertise MSU Food Collective Centre and the Food Collective Centre Space as resources for emergency assistance |
| Other | 10% | * Investigate avenues for program sustainment and growth * Provide feedback on the service * Attend executive meetings as scheduled * Other duties as assigned by the MSU Food Collective Centre Assistant Director and the MSU Food Collective Centre Director |

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| **Knowledge, Skills and Abilities** |
| * Excellent organizational skills with good attention to detail * Ability to maintain calm demeanor in stressful situations and work with a diverse population * Good interpersonal communications skills and communicate directly and effectively with clients and customers * Excellent written and oral communication skills * Ability to work independently and collaboratively as part of a team * Ability to work well under minimal supervision of Director, taking ownership of all projects * Ability to coordinate others and take initiative to ensure completion of tasks * Awareness and understanding of topics associated with MSU Food Collective Centre (e.g. food security, food accessibility, food sustainability) * Nutritional knowledge and/or education an asset |

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| **Effort & Responsibility** |
| * Maintain confidentiality of all individuals accessing MSU Food Collective Centre services * Responsible for the Food Collective Centre space in Bridges Café * Responsible for the collection and analysis of user statistics * Responsible for maintaining an appropriate and positive image of the MSU |

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

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| **Training and Experience** |
| * Minimum one year of customer service experience * Cash handling experience is an asset * Volunteer management experience is an asset * Experience with MSU Food Collective Centre as a volunteer and/or user is an asset * Food Handlers Certificate required (provided) * Other necessary training will be provided |

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| **Equipment** |
| * Shared computer and telephone resources |