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|  | JOB DESCRIPTION  Part Time Manager |

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| **Position Title:** | **Mac Farmstand Director** |
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| **Term of Office:** | April 1 – November 30 |
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| **Supervisor:** | Executive Board (EB) through the Vice-President (Administration) |
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| **Remuneration:** | D3 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Farmstand Director will be responsible for executing all aspects of the Mac Farmstand. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 30% | * Recruit, train and supervise a small group of paid student customer service representatives and volunteers * Responsible for the overarching direction of the Farmstand during their term of office * Oversee all Farmstand work and implement new initiatives * Facilitate the set up and take-down of the Market including: picking up and dropping off materials and products; setting up and taking down tents, tables, banners and any other Market day materials * Organize and facilitate regular meetings with volunteers and executives |
| Financial & Budgeting Function | 20% | * Work with the Vice-President (Finance) and Hospitality Services to meet the financial needs of the department * Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the Farmstand Bill Folder weekly. * Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process * Review the general ledger entries and monthly statements to ensure transactions have been properly recorded * Maintain proper records of POs and transactions |
| Communications Function | 25% | * Ensure website is updated regularly * Respond to general inquiries * Responsible for regular communication with Hospitality Services, Office of Sustainability and other relevant parties * Work with other campus and community partners to promote the Farmstand to students, staff, faculty and community * Communicate relevant information to farmers * Manage farmer relations |
| Advertising & Promotions Function | 20% | * Ensure visibility of the Farmstand within the MSU, the University and the wider Hamilton community * Promote the Farmstand to members of the McMaster community during various events * Utilize the appropriate MSU departments to promote the Farmstand on campus (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, Compass Information Centre, etc.) |
| Other | 5% | * Participate in a performance evaluation process set out by the Vice-President (Administration) * Responsible for other duties as assigned by the Vice-President (Administration) * Participate in transition with the outgoing Farmstand Director and provide transition for the incoming Farmstand Director |

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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills * Leadership and supervisory skills * Public relations skills, experience in advertising * Strong knowledge of sustainable eating and local foods * Creativity * Excellent written, interpersonal and oral communication skills |

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| **Effort & Responsibility** |
| * Judgment required to make good human resources decisions * Responsible for the supervision of paid and volunteer staff members * Responsible for maintaining an appropriate and positive image of the MSU * Responsible for maintaining positive relationships with farmers |

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| **Working Conditions** |
| * Time demands may exceed stated hours of work * Work is performed in a shared office space as well as outdoors during market days |

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| **Training and Experience** |
| * Participation in the annual MSU Management Trainings is mandatory (provided) * Previous experience in and/or a passion for sustainable eating an asset * Previous management/supervisory experience an asset * Completion of the Hamilton Food Handling Safety Course (can be completed upon hiring) |

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| **Equipment** |
| * Shared computer in shared office * Meridian phone system |