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|  | JOB DESCRIPTIONPart 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
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| 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
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| 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
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| 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.)
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| 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
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