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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Mac Farmstand Operations Coordinator** |
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| **Term of Office:** | May 1 – October 31 |
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| **Supervisor:** | Farmstand Director |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 8 hours per week (minimum) |

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| **General Scope of Duties** |
| The Farmstand Operations Coordinator will be responsible for the daily operations of the Farmstand during the period the market is open. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 70% | * Responsible for overseeing daily operations of the Farmstand * Includes organizing volunteers and Customer Service Representatives, end of day financial statements, and ensuring the Farmstand image is maintained |
| Communications Function | 25% | * Respond to general inquiries and deal with customer feedback * Update website with daily produce and recipes available * Work with other Farmstand executive to ensure smooth operations * Maintain strong communication with Director, fellow executives, CSRs and volunteers * Create new methods of attracting customers to the Farmstand |
| Other | 5% | * Be an active member of the Farmstand community * Other duties as assigned by the Farmstand Director * Provide feedback on the service experience * Attend executive meetings as scheduled |

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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 * Excellent team work abilities are an asset |

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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 * Frequent heavy lifting required |

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| **Working Conditions** |
| * Time demands may exceed stated hours of work * This position involves working closely with the rest of the executive team in a positive, supportive, and productive environment. * Work will be performed both indoors and outdoors (weather dependent) |

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| **Training and Experience** |
| * 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 (provided) |

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| **Equipment** |
| * Computer in shared office * Cash Register * Debit and Credit machines * Student Card machine. |