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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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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
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| 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
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| 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.
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