



Memo

From the office of the...

Finance Commissioner

TO: Executive Board
FROM: Jethro Krause
SUBJECT: Mac Bread Bin Wage Reviews
DATE: October 1, 2015

Dear Executive Board Members,

On September 17 the Finance Committee was faced with an expansion of the Mac Bread Bin executive structure resulting from the growth and development of the service. The Mac Bread Bin PTM put forward three new positions to be reviewed: Assistant Director, Good Food Coordinator, and Community Kitchen Coordinator.

Assistant Director: this position was added in response to the growth of the service including: the addition of the community kitchen, the new "shopping" style service available, and various other expansions. The rationale being that it would be beyond the capabilities of a single PTM to oversee the entire operation with so many different aspects. It became a similar situation to Diversity Services and the Elections Department, which include a variety of different areas of focus and have a position to assist the primary manager: Assistant Director (Diversity Services) and DRO (Elections Department).

Recommended by PTM: 10hrs per week

Recommendation:

Wage Level: Part Time Coordinator Wage

Summer Variable Capped Hours: 100 hours

Annual weekly hours from September - April: 10 hours per week

*Stipulations: Meal Exchange Coordinator position is eliminated, and position is not hired until next year

Good Food Box Coordinator: The Good Food Box Coordinator is designed to include the current position that runs the Good Food Box program, while adding on the additional responsibilities of the Food Collective Centre. They will be responsible for all aspects of both programs, including: volunteer management, internal communication, working with suppliers and community groups, etc... It was conveyed that the introduction of this position would include the elimination of the current role that manages the Good Food Box program, and absorb their hours and all of their responsibilities.

Recommended by PTM: 10hrs per week

Recommendation:

Wage Level: Part Time Coordinator Wage

Annual weekly hours from September - April: 10 hours per week

*Stipulations: Good Food Box Program Coordinator position is eliminated

Community Kitchen Coordinator: The Community Kitchen Coordinator is being created in response to the new project of adding a community kitchen to the portfolio of Mac Bread Bin. The position will be responsible for managing all aspects of the new pillar, including: promotions, research, volunteers, communication, workshops, etc...

Recommended by PTM: 5 hrs per week

Recommendation:

Wage Level: Administrative Support Wage

Annual weekly hours from September - April: 5 hours per week

Recommendation Description/Criteria:

The Finance Committee used three main criterion when deciding up our recommendations to put forward. First and foremost, we broke down the job description into the various categories of work, and predicted the hours based on the list of tasks and the percentage of the job expected to be dedicated to each task/grouping of tasks. Second, we considered the overall scope of the position. Considering the purpose and thoughts behind the role allows a further understanding of the role and an ability to more accurately predict the overall time commitment and dedication necessary. Finally, we examined similar positions within the organization in terms of job scope and responsibilities to examine precedents set and determine a wage level.

If you have any questions, comments, or concerns, please feel free to reach out to me at anytime and I would be more than happy to chat or set up a time to meet and discuss our recommendation. Thank you very much.

Regards,

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