



USSU Food Centre Policy

1. Preamble

The University of Saskatchewan Students' Union (USSU) exists to represent, serve, and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic, and unified leadership. It also serves to protect and maintain the integrity of quality accessible public education.

The USSU Food Centre is a student initiative that arose because students recognized a need on campus for its services. All services of the USSU Food Centre must be encompassed by the USSU's mission statement and guided by the values of innovation; integrity; mutual respect; professionalism; service; social, economic, and environmental responsibility; teamwork; and trust.

This policy is intended to outline the principles which guide the operation and structure of the USSU Food Centre.

2. Mission

The USSU Food Centre strives to provide information, peer support, and food hampers for students in need, as well as healthy food options for students and staff at reasonable and affordable prices.

3. Mandate

The USSU Food Centre partners with the Saskatoon Food Bank to provide food hampers to students in need. The USSU Food Centre also provides immediate food handouts, peer support, and referrals when needed. In doing so, the Centre works to diminish hunger concerns for University of Saskatchewan students. The USSU Food Centre also provides healthy food options and a Fresh Market to students and staff through partnership with the CHEP (Child Hunger Education Program) Good Food Box program throughout the year. The USSU Food Centre works to raise awareness of hunger issues and health options on campus and in the community.

4. Accountability

The USSU Food Centre Coordinator is responsible for the operation of the USSU Food Centre and will ensure that the services offered effectively meet the needs of students. The USSU Food Centre Coordinator shall report regularly to the USSU Business and Services Manager.

5. Volunteers

5.1. Criteria

Volunteers must be registered students at the University of Saskatchewan.

5.2. A Volunteer is a Person Who:

- Has completed a Centre Application and interview process; and
- Has been appropriately trained for their duties by the USSU Food Centre Coordinator.

5.3. General Duties and Responsibilities of a Volunteer

Duties and responsibilities of all volunteers are to be determined by the USSU Food Centre Coordinator since they are subject to change.

5.4. Volunteer Concerns

- If a volunteer has a problem with anything in the USSU Food Centre, the first course of action is to talk to the USSU Food Centre Coordinator.
- If a volunteer has a problem with the USSU Food Centre Coordinator, a complaint can be lodged with the USSU Business and Services Manager.

6. Centre Operations

6.1 The USSU Food Centre's primary responsibility is to implement the USSU Food Centre's Action Plan and ensure any discrepancies are addressed. Action plans are to be created annually and updated as required. All changes need to be reviewed and approved by the USSU Business and Services Manager, prior to implementation. The USSU Food Centre Coordinator should convey to each volunteer the relevant aspects of the strategic plan and that they are expected to adhere to these requirements during scheduled shifts.

6.2 Should volunteer actions be in violation of such requirements, the USSU Food Centre Coordinator will follow a three-step disciplinary process after consulting with the USSU Business and Services Manager.

7. Promotion of the Centre

Since the Food Centre is a USSU service, all promotional material created by the office will be approved by the USSU Business and Services Manager and/or the Communications and Marketing Manager. All material must carry the current USSU logo.

8. Policy Changes

8.1 USSU policies are reviewed regularly and changes are implemented to reflect new information, structure, or other modifications. The USSU Food Centre Coordinator will participate actively in formulating new policy in conjunction with the USSU Business and Services Manager, and may suggest revisions at any time. The revised policy will then be submitted to the Executive Council and, when the revisions are complete, to University Students' Council for final approval.

8.2 This policy was approved by the University Students' Council in accordance with the regulations established by the USC for the adoption of policy.

Contact Information: Vice President (Student Affairs) 966-6970

Category: USSU Centres

Policy Authority: Student Affairs Board

<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Adopted	Student Issues Board	02/06/09	USC 153
Amended	Executive Committee	06/21/11	EXEC11
Amended	Student Affairs Committee	03/05/14	SAC003