JOB POSTING
The University of Saskatchewan Students' Union
Is accepting applications for:

Food Centre Coordinator

(Part time/one-year term with the possibility to reapply for a second term)

Reporting to the USSU Business & Services Manager, the Food Centre Coordinator is responsible for all aspects of operating and promoting the Food Centre and coordinating programs including the CHEP Good Food Boxes, emergency food hampers, and the Fresh Market. Under the supervision of the Business and Services Manager, the Food Centre Coordinator is responsible for the successful operation of the Food Centre. This position is a part time, term position running from mid-August 2020 – April 30, 2021 (with the possibility to reapply for a second term) and working 20 hours per week. The Food Centre Coordinator is responsible for the following:

- Facilitate programming and provide information on relevant issues
- Recruit, train & schedule volunteers for Food Centre programs
- Attend regular meetings to report on the operation of Centre and its programs
- Plan and execute weekly Fresh Market, Trick or Eat and hamper programs
- Track statistics and maintain adequate records
- Ensure all activities of the Food Centre fall within the mandate of the USSU
- Discuss and implement new strategies for the improvement of the Centre and its programs
- Prepare monthly activity reports
- Promote the Centre and its programs to raise awareness both on and off campus

Knowledge, Skills, Requirements:

- Must be a current undergraduate student at the University of Saskatchewan
- Thorough knowledge of the campus environment including the Students' Union organization, the University of Saskatchewan campus, its activities and departments
- Knowledge of food security issues, especially those affecting students
- Prior experience within a food bank setting would be an asset
- Ability to work well as a member of a strong team
- Ability to work independently, but in consultation with others
- Discretion, tolerance, patience, flexibility & friendliness are definite requirements

Please submit a resume with cover letter, including references by 4:00pm on February 28, 2020 to:

Business and Services Manager
University of Saskatchewan Students’ Union
Main Office, Rm 110 Upper Place Riel
E-mail: jkovitch@ussu.ca

We thank all applicants for their interest; however, only those considered for an interview will be contacted.