



Policy Name:	Food Centre Policy		
Category:	USSU Centres	Policy #	CENTRE-1

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.

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 mission of USSU Food Centre is to combat food insecurity by providing information, and food hampers for students in need, as well as healthy food options for students and staff at reasonable prices. The USSU Food Centre strives to provide a safe and positive environment to promote equality and equity while recognizing and celebrating differences within our diverse and dynamic community.

3. Mandate

The USSU Food Centre partners with the Saskatoon Food Bank to provide food hampers to students in need. The USSU Food Centre provides In house emergency food hampers via the U-food program, and referrals when needed. In doing so, the Centre works to combat food insecurity concerns for University of Saskatchewan students. The USSU Food Centre also provides healthy food options and a Fresh Market to students and staff through partners to raise awareness of food insecurity 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.

5.2A 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: (306) 966-6970		
Policy Authority:	Student Experience Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Student Issues Board	02/06/2009	USC153
Amended	Executive Committee	06/21/2011	EXEC11
Amended	Student Affairs Committee	03/05/2014	SAC003
Amended	Executive Committee	05/13/2022	EXEC02