



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 Ufood hamper program, Saskatoon Food Bank emergency food hampers, and the Fresh Market. Under the supervision of the Business and Services Manager, the Food Centre Attendant is responsible for the successful operation of the Food Centre. This position is a part-time, term position running from mid-August 2025 to April 30, 2026 (with the possibility of reapplying for a second term) and working 20 hours per week. The Food Centre Coordinator is responsible for the following:

- Facilitating programming and providing information on relevant issues
- Recruiting, training, and scheduling volunteers for Food Centre programs
- Attending regular meetings to report on the operation of the centre and its programs
- Planning and executing the weekly Fresh Market, Ufood program, Trick or Eat, and other additional programs
- Assuming responsibility for the conduct and actions of all volunteers working at the centre or on centre programs
- Tracking statistics and maintaining adequate records
- Ensuring all activities of the Food Centre fall within the mandate of the USSU
- Discussing and implementing new strategies for the improvement of the centre and its programs
- Promoting the centre and its programs to raise awareness both on and off campus
- Creating a welcoming and safe space for all students and the campus community

Knowledge, Skills, Requirements:

- Must be a current undergraduate student at the University of Saskatchewan
- Exceptional organizational and communication skills
- Experience in volunteer management or leadership programs would be an asset

- 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 a cover letter, including references, via email by 4:30 pm on March 11, 2025 to:

Business and Services Manager
University of Saskatchewan Students' Union
E-mail: jkovitch@ussu.ca

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