



University Students' Council – Position Description

Position Title:	Food Support Service Coordinator
Supervisor:	Vice President Student Support & Programming
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	7–10 hours per week average, 10-15 hours during peak time
Term:	June 1 st – April 30 th

OVERVIEW:

As the Food Support Services Coordinator, you will work to reduce food insecurity on campus by providing quality and accessible food to students through the USC's Food Bank. In addition to managing the food bank, food hamper system, and various food drives, you will also have the opportunity to educate students on food insecurity and address food-security stigma on campus.

DUTIES AND RESPONSIBILITIES:

- Ensure all requests for food hampers are responded to and filled within forty-eight (48) hours of receiving the request.
- Ensure that the Food Support Service inventory is replenished and readily available to all students at all times throughout the year.
 - i. Ensure that students-at-large are aware of the holiday hours during which the service will not remain open via the USC website and other avenues,
 - ii. Ensure students are aware of alternate services and food banks during these times.
- Responsible for reviewing all inventory bi-annually and disposing of/replacing expired food products.
- Organize one (1) campus food drive per academic term in collaboration with one (1) awareness campaign per semester.
- Select and oversee the Food Support Service Committee in consultation with the AVP, Peer Support.
- Ensure the confidentiality of the Service is emphasized and maintained by all committee members and volunteers.
- Create and promote a network of all food support services available to students.
- Maintain regular communication with the London Food Bank.
- Maintain and update log records for the frequency of use of the service by students and identify peak usage times during the year.

- Coordinate transportation of all excess goods that cannot fit in the storage area to the London Food Bank.
- Promote dialogue and public education on campus regarding student hunger issues.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Oversee the Food Support Service budget.
- Maintain an active working relationship with the AVP Peer Support.
- Adhere to USC bylaws, policies and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Food Support Service Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Food Support Service Coordinator will act as project manager for all the projects incumbent upon the Food Support Service Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Food Support Service Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Food Support Service Committee, the Food Support Service Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

TRAINING:

- The Food Support Services Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.
- The Food Support Services Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.