



University Students' Council of the University of Western Ontario  
*Position Description*  
**FOOD SUPPORT SERVICE COORDINATOR**

**EFFECTIVE:** 01/01/16

**SUPERSEDES:**

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: FOOD SUPPORT SERVICE COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) The Food Support Service Coordinator works to reduce hunger on campus by providing quality, accessible food items for students. The Coordinator aims to educate the campus community on food and hunger-related issues.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Ensure all requests for food hampers are responded to and filled within forty-eight (48) hours of receiving the request.
- (2) 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.
- (3) Responsible for reviewing all inventory bi-annually and disposing of/replacing expired food products.
- (4) Organize one (1) campus food drive per academic term in collaboration with one (1) awareness campaign per semester.
- (5) Select and oversee the Food Support Service Committee in consultation with the Associate, Peer Programs.
- (6) Ensure the confidentiality of the Service is emphasized and maintained by all committee members and volunteers.
- (7) Create and promote a network of all food support services available to students.
- (8) Maintain regular communication with the London Food Bank.



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- (9) Maintain and update log records for the frequency of use of the service by students and identify peak usage times during the year.
- (10) Coordinate transportation of all excess goods that cannot fit in the storage area to the London Food Bank.
- (11) Promote dialogue and public education on campus regarding student hunger issues.
- (12) Responsible for the recruitment, selection and management of an Executive Committee.
- (13) Oversee the Food Support Service budget.
- (14) Adhere to USC bylaws, policies and procedures.
- (15) 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.
- (16) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

### **4.00 QUALIFICATIONS:**

- (1) **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.
- (2) **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.
- (3) **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



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members.

### **5.00 TIME COMMITMENT:**

5.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week
- (3) The expected time commitment in the week leading up to an event/food drive and the week of an event/food drive will be 10 – 15 hours per week.
- (4) The Food Support Service Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

### **6.00 TRAINING/SUPPORT:**

- (1) The Food Support Service Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- (2) The Food Support Service Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Food Support Service Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

### **7.00 LEARNING OUTCOMES:**

- (1) The Food Support Service Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Food Support Service Coordinator will develop the propensity and capacity to challenge discrimination based on hunger and poverty on campus through public education.
- (3) The Food Support Service Coordinator will develop project planning and event management skills.

### **8.00 COMMUNITY IMPACT:**



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- (1) The Food Support Service works to end hunger on campus by providing food and resources for hungry students, mobilizing greater support for donations, awareness and involvement, and creating social change to reduce the stigma of hunger through research, education and advocacy.
- (2) The Food Support Service Coordinator will work to foster a strong sense of involvement and shared participation among Food Support Service Committee members in the operation of the service.

### **9.00 EVALUATION:**

- (1) The Food Support Service Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
  - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

### **10.00 COMPENSATION**

- (1) The Food Support Service Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Food Support Service Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Food Support Service Coordinator must:



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- i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
- ii. Submit an final report to the primary supervisor by the end of the fall term; and,
- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

**11.00 SUPERVISION:**

(1) Primary supervision: Associate, Peer Programs

- i. Executive oversight: Student Programs Officer

(2) Secondary support: Coordinator, Volunteer Services and Manager, Volunteer Services