



University Students' Council – Position Description

Position Title:	Community Pantry Coordinator
Supervisor:	Vice President University Affairs
Remuneration:	Honoraria \$3000
Hours of Work:	5-8 hours per week average, 10-15 hours during peak time
Term:	June 1 st – April 30 th

OVERVIEW:

The Community Pantry Coordinator, previously named Food Support Services Coordinator, is expected to work to reduce food insecurity on campus by providing quality and accessible food to students by administering the USC's Food Bank. In addition to managing the USC Community Pantry, its food hamper system, and various food drives, the Coordinator will also have the opportunity to educate students on food insecurity and address food-security stigma on campus through online and in-person campaigns and initiatives.

DUTIES AND RESPONSIBILITIES:

- Ensure all requests for food hampers are responded to and filled within forty-eight (48) hours of receiving the request.
- With the support of a leadership team, ensure that the Community Pantry inventory is stocked with quality food that meets students' dietary needs and restrictions; is regularly replenished; and is readily available to all students at all times throughout the year.
- Ensure that students-at-large are aware of the holiday hours during which the service will not remain open and instead virtual gift cards will be made available. This should be communicated via the USC website, Community Pantry social media platforms, and other avenues; 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 campus food drive per academic term in collaboration with relevant student groups; and two initiatives per semester with a focus on equity, diversity, and inclusion with the support of the VP Student Support & Programming.
- Plan and execute training for Community Pantry committee members and volunteers related to confidentiality; food safety and handling; operations; and other best practices, in partnership with the VP University Affairs and AVP Wellness Equity.
- Create and promote a network of services in the community focused on combating food insecurity affecting post-secondary students.

- Maintain and update log records for the frequency of use of the service by students and identify peak usage times during the year.
- Responsible for the recruitment, selection, and management of a leadership team and larger Community Pantry Committee, in consultation with the AVP Wellness Equity.
- Contribute to the budgeting proposal process with the AVP Wellness Equity for all portfolio initiatives and oversee the Community Pantry budget.
- Maintain an active working relationship with the VP University Affairs and AVP Wellness Equity.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP University Affairs.
- Asks for help with projects and tasks where needed.
- Complete an interim and final report 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.
- Sit on working groups and committees at the request of the VP University Affairs.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Community Pantry 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 Community Pantry Coordinator will act as project manager for all the projects incumbent upon the Community Pantry Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Community Pantry Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

- **Group Facilitation:** In leading the Community Pantry Committee, the Community Pantry 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 Community Pantry Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President University Affairs and the USC Human Resources Department.
- The Community Pantry Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.