



University Students' Council – Position Description

Position Title:	Food Support Staff (Part-Time)
Supervisor:	Building Services Manager
Remuneration:	\$17.20/hour
Hours of Work:	5-10 hours per week average, flexible
Term:	September 1 st – April 30 th

OVERVIEW:

Food Support Service is a USC service that consists of an on-campus food bank and programming which is dedicated to combating food insecurity among Western University students. Becoming a Food Support Services Staff member is an amazing opportunity to get involved with the USC while creating a meaningful impact on the Western community.

DUTIES AND RESPONSIBILITIES:

- Arrive punctually for your scheduled shift
- During your 3 hour (minimum) shift, manage the following food bank operations:
 - Fill requested food hampers
 - Help visitors and answer any questions they may have
 - Organize food bank items by expiry date and shelve new donations
 - Maintain an up-to-date inventory list of all items
 - Responsible for maintaining cleanliness of the space
 - Prepare order list
 - Follow opening and closing checklists
- Participation in programming events throughout the school year

QUALIFICATIONS:

- Must be an undergraduate or professional student as defined by Western University while in the role
- Food Support Staff cannot hold another USC paid position (USC Operation, AVP, Coordinator, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

TRAINING:

- Food Support Staff will be required to attend all USC-mandated training sessions, as determined by the USC Human Resources Department.
- Food Support Staff will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.