



EMPLOYMENT OPPORTUNITY

Position: Food Centre Coordinator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: August 19th, 2024 – April 30th, 2025.

Date Posted: July 24th, 2024
Expiry Date: August 7th, 2024 - 6:00PM

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The Food Centre Coordinator will be working with the Vice President Equity and the Programs and Research Coordinator to manage the Food Centre program, raise awareness about the services offered through the Food Center, and implement educational workshops to raise awareness about food insecurity.

Responsibilities:

- Must complete a minimum of **six (6) office hours a week in the UTMSU Food Centre**
- Attend mandatory weekly meetings with the VP Equity, Programs and Research Coordinator, the Equity associates, and other coordinators under the supervision of the VP Equity
- Coordinate Food Centre orders, pick-ups, and volunteer team
- Raise awareness about the Food Centre services through events and campaigns
- Ensure that all necessary materials (such as groceries, storage bags, special request items, etc.) are stocked in the Food Centre for grocery pick-ups and events
- Develop strategies to improve the means of distribution, collection, and inventory of food items.
- Organize and manage Breakfast Committee and other free food programming, (eg. Exam destressors)
- Organize events in collaboration with community Food Banks and similar services
- Report all accomplishments and hours of work to the the VP Equity and the Programs and Research Coordinator on a bi-weekly basis, with all projects and work assigned
- Complete at least three (3) hours of assigned outreach per week

Qualities/Skills Required:

- Highly organized.
- Solid understanding of the impact of food insecurity.
- Self-motivated and Dedicated.
- Effective communicator.

- Punctual.
- Adhere to confidentiality.
- Ability to work with and lead a team.
- Extremely personable.
- Passionate about social justice and equity issues.
- Organization and attention to detailed information are necessary skills.
- Budgeting skills are necessary.

Compensation:

Remuneration is \$17.00/hour.

Contact / Application Information:

For more information on the position of Food Center Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: vpequity@utmsu.ca. Please use the subject “**Application: Food Centre Coordinator**”.

How to Apply:

Please send your cover letter & resume by August 7th, 2024 - 6:00PM to the attention of Ronny Chen: jobs@utmsu.ca and CC: vpequity@utmsu.ca.

Interview:

Only selected candidates will be contacted for an interview.

Also, visit us on www.utmsu.ca/ and visit us on: www.facebook.com/UTMSU or follow us on Twitter [@myUTMSU](https://twitter.com/myUTMSU)