



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100
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EMPLOYMENT OPPORTUNITY

Position:	Food Centre Coordinator	Date Posted:	May 13th, 2025
Type:	10-12 Hours/Week	Expiry Date:	May 26th, 2025 – 11:59PM
Location:	UTM (Mississauga)		
Duration:	Mon. June 9, 2025 – Thurs. April 30, 2026		

About Us:

The UTM Students' Union (UTMSU), Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga (UTM). The UTMSU is looking for a hardworking and team oriented individual to support all members for the upcoming year.

In alignment with our values for inclusivity, it is our aim to have a team that reflects the diversity of the communities we serve. The UTMSU provides equal opportunity in employment and encourages applications from all qualified candidates. By valuing a diverse workforce, we enforce hiring practices that are fair and equitable.

About the Role:

Equity is ensuring that everyone has the resources to access opportunities. The Food Centre Coordinator will be working with the Vice President Equity to manage the Food Centre program, raise awareness about the services offered through the Food Centre, and implement educational workshops to raise awareness about food insecurity. They are also responsible for the Food Centre volunteers and hosting Food Centre events.

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, the Equity associate, 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 events in collaboration with community Food Banks and similar services

- Report all accomplishments and hours of work to the the VP Equity on a bi-weekly basis, with all projects and work assigned
- Must 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
- Excellent communication skills - both written and oral
- Punctual
- Adhere to confidentiality
- Ability to work with and lead a team
- Passionate about social justice and equity issues
- Organization and attention to detailed information are necessary skills
- Budgeting skills are necessary

Compensation:

Remuneration is \$18.00/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 **May 26th, 2025 - 11:59 PM** to the attention of Rui (Owen) Zhang: jobs@utmsu.ca and cc: vpequity@utmsu.ca. Please use the subject "Application: Food Centre Coordinator".

Interview:

Only selected candidates will be contacted for an interview.

- Your Students' Union

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Local 109 - Canadian Federation of Students

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