JOB DESCRIPTION
FOOD BANK & FREE STORE OFFICER – UVSS BOARD OF DIRECTORS
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:
1. The Food Bank & Free Store Officer assists the Research and Communications Manager and Executive Director in the daily operation of the UVSS Food Bank & Free Store.

ORGANIZATIONAL RELATIONSHIP:
1. Reports and is responsible to the Board of Directors through the Research and Communications Manager, but under the overall authority of the Executive Director.

ORGANIZATIONAL BACKGROUND:
1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.
2. Established in 2003, the Food Bank provides UVic students with access to grocery staples on a weekly basis and advocates for stigma-reduction related to food bank use. Established in 2014, the Free Store is a sustainability initiative aimed at diverting waste from landfills while providing access to no-cost items. Together, the Food Bank & Free Store are essential services for students and their families.

DUTIES:
1. Assist in the coordination of volunteers for the Food Bank and Free Store (FBFS) and provide access to student users.
2. Contribute to maintaining a safer and welcoming community space.
3. Assist the Research and Communications Manager in promoting the FBFS and food security for students.
4. Build community partnerships, in collaboration with the UVSS Board of Directors.
5. Assist in monitoring the FBFS budget and reporting expenditures.
6. Order, organize, monitor, and maintain stock, and handle pick-ups and deliveries of food and other items.
7. Track ongoing student usage and maintain a record of numbers and types of users.
8. Ensure that students are aware of FBFS guidelines, safer spaces policy, available resources, and hours of operation.
9. Collaborate on initiatives related to food security for students and advocate for changes to food accessibility on campus.
10. Assist the Research and Communications Manager to produce a final report on FBFS usage and trends for the year.
11. Assist the Research and Communications Manager in supervising the FBFS Assistant (UVic Work Study position).
12. Report any issues or unusual occurrences to the Research and Communications Manager.
13. Other related duties as assigned by the Executive Director.

QUALIFICATIONS:
Required:
1. Must be an active member in good standing of the University of Victoria Students' Society, as defined by UVSS bylaws.
2. Minimum 6 months' experience supervising volunteers.
3. Demonstrated understanding of food security and food justice issues.

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4. Demonstrated understanding of the Students' Society and post-secondary issues.
5. Demonstrated basic understanding of budgeting and monitoring costs.
6. Demonstrated experience with Microsoft Office, Google office applications (e.g. Drive, Docs, Sheets), and other related office software.
7. Demonstrated experience in customer service.
8. Demonstrated event and/or programming coordination experience.
9. Demonstrated understanding of creating safer spaces.
10. Demonstrated ability to work independently with little supervision as well as contribute positively in a team environment.
11. Excellent written and verbal communication skills.
12. Ability to perform moderate physical labour (e.g. lifting boxes, pushing a cart).
13. Must be punctual and reliable.

Preferred:
14. Ability to build and maintain relationships with diverse stakeholders and community partners.
15. Experience working or volunteering at a food bank, free store, or similar charity/non-profit organization.
16. Experience managing supplies, inventory, and resources.
17. Experience in project initiation, planning, and evaluation.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

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