

## **WORK STUDY JOB POSTING**

**JOB TITLE:** UVSS\_BOD1 – UVSS Food Bank & Free Store Assistant  
**DEPARTMENT NAME:** University of Victoria Students' Society (Board of Directors)  
**CONTACT NAME:** Ben Johnson

### **JOB DESCRIPTION:**

The Food Bank & Free Store is a service of the University of Victoria Students' Society (UVSS) Board of Directors which operates in the basement of the Student Union Building (SUB). The Food Bank & Free Store Assistant reports and is responsible to the UVSS Board of Directors through the Research and Communications Manager.

### **DUTIES:**

1. Assist the Food Bank & Free Store Officer with daily operations, volunteer coordination, communications, fundraising, and promoting food security.
2. Provide access and assistance to student users.
3. Ensure that student users sign the data entry forms. Input data tracking sheets into an online database.
4. Ensure that student users are aware of Food Bank & Free Store guidelines and ensure that the guidelines are upheld.
5. Receive deliveries and stock the Food Bank & Free Store shelves and storage room.
6. Assist the Food Bank & Free Store Officer to produce an annual report on Food Bank & Free Store usage and trends.
7. Report any issues to the Food Bank & Free Store Officer and the Research and Communications Manager.

### **QUALIFICATIONS:**

Required:

1. Demonstrated experience working in community-focused work.
2. Effective communication and interpersonal skills, including building relationships with stakeholders and community partners.
3. A basic level of understanding of the Students' Society and post-secondary issues.
4. Demonstrated experience using office productivity software (Google and Microsoft).
5. Good organizational and problem-solving skills.
6. Demonstrated ability to work independently with little supervision, and to work collaboratively as part of a team.

Applicants must be eligible for Work Study Program  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

Preferred:

1. Experience coordinating volunteers.
2. Experience creating safer spaces and working to reduce stigma.
3. Experience producing content for organizational social media accounts.

**JOB LOCATION ON-CAMPUS:** Student Union Building, Food Bank & Free Store, SUB B017

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$1.55/hour

**HOURS AVAILABLE:** 46

**HOW TO APPLY:**

Please email your resume and cover letter to: [comm@uvic.ca](mailto:comm@uvic.ca), attn: Ben Johnson, UVSS Research & Communications Manager.