

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS2 - Food Bank & Free Store Assistant

DEPARTMENT NAME: UVic Students' Society, Board of Directors

CONTACT NAME: Amanda Macpherson

JOB DESCRIPTION:

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

DUTIES:

1. Collaborate with the Food Bank & Free Store Officer on FBFS daily operations and communications with students, the UVSS Board, the wider campus, and community partners.
2. Staff the FBFS and support clients in accessing resources.
3. Assist clients and ensure that they input data correctly into the tracking system.
4. Receive deliveries and stock the Food Bank & Free Store shelves and storage room as needed.
5. Ensure that all clients and volunteers are aware of and uphold FBFS guidelines.
6. Attend relevant meetings with on-campus and broader community partners.
7. Help coordinate food literacy workshops, clothing swaps, and other relevant events.
8. Support the Food Bank & Free Store Officer in grant applications and seeking other sources of funding.
9. Promote food security for students.
10. Report any issues to the Food Bank & Free Store Officer and the Research and Communications Manager.
11. Other duties as assigned.

QUALIFICATIONS:

Required

1. Demonstrated ability to work independently with little supervision, and to work effectively as part of a team.
2. Effective communication and interpersonal skills and ability to build relationships with a diverse base of student users and community partners.
3. A basic understanding of the UVSS and post-secondary issues.
4. Good organizational and problem-solving skills.
5. Experience using social media and software applications such as Microsoft Office and Google Drive, Docs, and Sheets.
6. Experience working in community- and collaboration-focused work.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE 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.
4. Access to a vehicle.

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

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 135

HOW TO APPLY: Please email your resume and cover letter to:
adminserv@uvic.ca, attn: Amanda Macpherson, UVSS
Administration and Services Manager