



## **Food Cupboard Manager**

The ASU Food Cupboard was founded to give Acadia University students access to emergency food services on campus. This resource provides emergency food support to any student. The room also provides other education campaigns that can help students with food insecurity.

**PURPOSE:** The purpose of this position is to ensure the effective and efficient operation of the food cupboard to provide food and other resources to individuals who are experiencing food insecurity. The Food Cupboard Manager is responsible for overseeing all operations, including volunteers, food distribution, inventory management, community partnerships, and fundraising.

### **REQUIRED QUALIFICATIONS**

- Be a student at Acadia University and currently enrolled in at least one class
- Staff and volunteer management
- Hold or be able to acquire certifications in WHMIS and Advanced Food Safety
- Passionate about helping students with food insecurity.
- Knows how to build and maintain relationships with key stakeholders and students
- Knowledge of food bank operations, food safety regulations, and hunger relief programs or willingness to learn
- Strong communication skills, both written and verbal
- Project planning and organizational skills
- Ability to manage a team of volunteers
- Knowledge of other Acadia and Acadia Students Union services available to students.
- Passion for and commitment to addressing food insecurity and related issues.
- Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and users
- Maintain confidentiality
- Strong leadership skills, including the ability to motivate and inspire a team

### **DUTIES**

- Shall hold a minimum of 10 office hours per week
- Organize and facilitate regular meetings of volunteers
- Responsible for appointing and managing the Volunteer Leadership Team
- Biweekly Meetings with the Campus Engagement Manager
- Facilitate the Food Cupboard food collection program
- Maintain a relationship with the Wolfville Food Bank and other key partners
- Ensure the Food Cupboard in clean and proper food handling procedures are being followed
- Enhance student food literacy and nutrition through educational programming
- Provide monthly reports to the Campus Engagement Manager
- Responsible for recruiting and training new and returning volunteers
- Keep a record of all volunteer NDA's
- Acadia University Food Services Advisory Committee

TRAINING: Consists of mandatory orientation at the commencement of the term

TERM: September 1<sup>st</sup>, 2024- April 30<sup>th</sup>, 2025

Wage: \$15.20 per hour. This position is part-time, 10 hours per week.

TO APPLY: Submit cover letter and resume to [alicia.johnson@acadiau.ca](mailto:alicia.johnson@acadiau.ca)

DEADLINE: April 19th, 2024 at 4:30 pm

The ASU is a not-for-profit organization that provides services, events, societies and advocacy work, along with much more, for the students of Acadia University. The ASU is an organization led by students, for students. It consists of over 100 employees and many more volunteers. The Acadia Students' Union story has been shaped and crafted since 1967 by you, the students. That's why we work every single day to support you in creating your story.

The ASU is strongly committed to fostering equity, diversity and inclusion within our community, and we particularly encourage candidates from equity-deserving groups, including women, Black, Indigenous and People of Colour, members of the 2SLGBTQ+ community and people with disabilities to put their names forward for consideration.