



# JOB DESCRIPTION

Volunteer

**Position Title:** MSU Food Collective Centre (FCC) Community Fridge Liaison (CFL)

**Term of Office:** September 1 to April 30

**Supervisor:** Food Collective Centre (FCC) Director

**Remuneration:** Volunteer

**Hours of Work:** 6 to 8 hours per week

## General Scope of Duties

The FCC Community Fridge Liaison (CFL) is responsible for providing consistent student voice and oversight to the McMaster Community Fridge, implemented by the Student Wellness Centre (SWC), Academic Sustainability Program (ASP), and the MSU FCC. The CFL is responsible for connecting the Community Fridge to the FCC, one of its sponsors and founders. They will be responsible for contributing to the day-to-day operations and long-term decision-making of the fridge, freezer, and pantry complex in collaboration with the SWC and ASP.

## Major Duties and Responsibilities

Category	Percent	Specifics
Communications Function	50%	<ul style="list-style-type: none"> <li>▪ Coordinate with the Student Wellness Centre (SWC) Health Promoters and the Outreach Coordinators from the Academic Sustainability Programs (ASP) Office about day-to-day and long-term decision-making for the Community Fridge.</li> <li>▪ Devise strategies to help the ASP and SWC promote the Community Fridge to the student body.</li> <li>▪ Report updates about the Community Fridge to the Director and the FCC Executive Team as necessary.</li> <li>▪ Collect and share feedback with the FCC Director, FCC Executive Team, SWC, and ASP Office as required.</li> <li>▪ Liaise with the student body to seek feedback about the Community Fridge.</li> <li>▪ Communicate with external stakeholders of the Community Fridge (e.g., Facility Services, Hospitality Services, Security Services, etc.) and provide insights and recommendations as appropriate to ensure its upkeep</li> </ul>
Supervisory Function	25%	<ul style="list-style-type: none"> <li>▪ Support the SWC and ASP liaisons in the development and delivery of training for Volunteer Coordinators, General Volunteers, and Social Media Coordinators of the Community Fridge.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Assist the SWC and ASP liaisons to oversee the Volunteer Coordinators of the Community Fridge.</li> </ul>
Planning and Implementation Function	15%	<ul style="list-style-type: none"> <li>▪ Assist the SWC and ASP liaisons devise and carry out strategies for measuring the success of the Community Fridge.</li> <li>▪ Devise strategies to enhance the accessibility of the Community Fridge</li> <li>▪ Determine ways to measure the success of new initiatives related to the Community Fridge.</li> <li>▪ Create reports about the Community Fridge to demonstrate its impact on campus as requested.</li> </ul>
Other	10%	<ul style="list-style-type: none"> <li>▪ Respond to inquiries regarding the Community Fridge</li> <li>▪ Participate in Community Fridge promotional events as necessary.</li> <li>▪ Other tasks as assigned by the FCC Director</li> </ul>

### **Knowledge, Skills and Abilities**

- Awareness and understanding of food (in)security in a campus environment
- Awareness and understanding of what the Community Fridge is and its purpose on campus
- Organizational and time management skills an asset
- Interpersonal skills an asset
- Excellent speaking, listening, and facilitation skills
- Ability to recognize and respond effectively to student concerns
- Sensitivity to diverse lived experiences from a wide range of backgrounds
- Ability to work independently
- Creativity and innovation regarding student engagement techniques
- Ability to work collaboratively with multiple stakeholders
- Passionate about helping to alleviate food insecurity in the McMaster and Hamilton communities

### **Effort & Responsibility**

- Effort required to exercise judgment in situations
- Effort required to deal with sensitive subject information and maintain confidentiality as required
- Effort required to be actively present at meetings
- Responsible for maintaining an appropriate and positive image of the FCC and MSU

### **Working Conditions**

- Time demands may exceed stated hours of work
- Occasionally working in-person will be required for this position
- Working in a secure food storage area is required

### **Training and Experience**

- Previous experience with food raisers and fundraisers is an asset
- Experience coordinating volunteers is an asset
- Experience planning large-scale events is an asset
- Training and experience with a community fridge is an asset

### **Equipment**

- Photocopier access provided
- Access to a personal computer is required