

Campus Market Coordinator

Call for Applications

The Campus Fresh Food Market is recruiting a Market Coordinator for the Fall 2023 and Winter 2024 semesters.

- Deadline to Apply: 9am, Monday, Feb 27th 2023
- This position pays \$23.00 hourly and requires 15 hours per week.
- This position is open to students from across the University of Guelph.
- Apply via Experience Guelph, or submit your cover letter and resume to Sam Laban, slaban@uoguelph.ca (subject line of email should be "Market Coordinator Application")

The Campus Fresh Food Market sells produce to students and staff at an affordable price and aims to increase access to fresh fruit and vegetables for the campus community. The market is a collaboration between the Community Engaged Scholarship Institute (CESI), the Arrell Food Institute, Hospitality Services, the Office of Sustainability, and The SEED (a local community organization). The Market currently operates on Thursdays from 11 a.m. to 4:00 p.m. and is open during Fall and Winter semesters only.

Main Duties

The Market Coordinator works collaboratively with the partner organizations to plan, grow and implement the market. The Market Coordinator leads all operations and logistics for the market, ensuring the smooth operation of each market day. This includes:

- Leading the market day team:
 - Recruit, train, and schedule peer helpers and other volunteers for market days
 - Recruit, train and supervise market shift leader(s)
- Food ordering and handling:
 - Conduct inventory and order food wholesale weekly from the SEED.
 - Find appropriate distribution options for any food that wasn't sold and will not keep until next market day (working with partner organizations on and off campus).
- Coordinating finances and sales:
 - Manage point of Sale (POS) systems and processes, including use of Square, and setting market prices based on local price comparisons
 - Work closely with CESI's Administrative Assistant to manage expenses, revenues and all invoicing

- Logistics - Coordinate and be point of contact for all logistics for the market, including: space, materials (bags, display crates and other merchandizing), deliveries, etc.

Most of this work can be completed remotely, and on a flexible schedule to suit the candidate's schedule. However, the role will require some responses to urgent requests; the Market Coordinator Candidate must be available in person for some portion of market days (e.g., Thursdays 11 a.m. - 1 p.m.); and, the partners and market coordinator have a standing online weekly meeting (date and time tbd).

This position is open to students from across the University of Guelph. The incumbent must currently be registered as a student and remain registered throughout the employment term.

The successful candidate will need to attend paid training during March 2023. Training is required for this role. The market will not operate during the summer so training will take place while the market is in operation during the Winter 2023 semester. Exact dates for training can be arranged with the successful candidate. The position will then start in September 2023 when the market reopens for the Fall semester.

Required Skills and Experience

- Must have a passion for food, food security, and/or health and wellbeing.
- Strong customer service skills - can you understand and effectively respond to the priorities, concerns and needs of market visitors?
- Collaboration and Team Leadership skills - can you lead and support a team of student volunteers? Can you collaborate with staff from CESI, AFI and the Sustainability Office, and with community organizations on and off campus?
- Strong event planning / organizing skills (including attention to detail) - can you develop and implement plans for the market that consider a range of factors (costs, customer needs, timing, volunteer capacity etc.)? Can you identify and plan activities that will improve market operations? Can you anticipate issues and revises plans accordingly?
- Experience taking initiative - can you identify and deal with issues proactively? Can you seize opportunities to develop or improve the market? Are you comfortable making independent decisions about the day-to-day operation of the market?

Additional Skills and Experience (Assets)

- Experience with food service / food handling / food logistics / food retail.
- Knowledge and/or experience with programs related to promoting health and wellbeing, financial inclusion (e.g., anti-poverty), community development. Knowledge and/or experience includes academic, professional and/or lived experience relevant to food (in)security and related topics (e.g., lived experience of poverty, structural racism).

- Familiarity with social media platforms.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. We invite and encourage applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our institution. At CESI, we are working to create a working and learning culture that is informed by and committed to anti-oppressive practices.

Application Details

- Cover letter and resume (or link to LinkedIn)
- Deadline to Apply: 9am, Monday, Feb 27th 2023
- Apply via Experience Guelph, or submit your application to Sam Laban, slaban@uoguelph.ca (subject line of email should be "Market Coordinator Application")

Your cover letter should include confirmation that you are available for training during March 2023 (training is paid and is up to 10 hours per week for 3 weeks during March) and that you will be available to start work in September 2023.

- Salary: \$23.00 hourly for 15 hours per week
- Start Date: 09/07/2023
- End Date: 04/26/2024