



## FULL TIME FOOD SERVICES/VOLUNTEER ADMINISTRATION SUMMER STUDENT POSITION

This position is funded by the Canada Summer Jobs plan for students and the applicant must meet the following criteria:

- a) is between 19 and 30 years of age (inclusive at the start of employment);
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a post-secondary, vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- f) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

### Details of the Position:

<b>Compensation:</b>	<b>\$12.00</b>
<b>Hours of Work:</b>	<b>37.5 hours per week</b>
<b>Duration of Position:</b>	<b>14 weeks</b>
<b>Start Date:</b>	<b>Immediately</b>

### Job Purpose

The Food Services/Volunteer Administration position was created to further develop and implement the recommendations from the UVIC MBA study program that was conducted in the fall of 2014. This position will further evaluate the kitchen procedures/policies and training required in relation to volunteers and their role in the ever increasing demand for food services at Our Place Society.

### Duties:

- Analyze the volunteer cycle and recommend effective volunteer tracking mechanisms.
- Create a volunteer feed-back loop, including pre-shift briefing and post-shift suggestions.
- Work alongside the volunteers and interview them on their ideas/experience at Our Place.
- Create training opportunities to equip volunteers with tools to better handle volatile situations.
- Ensure food service and program delivery is consistent with Our Place values.
- Is aware of critical incident report procedures and follows all health and safety policies and procedures.
- Work cooperatively with other staff and volunteers.

**Education, Skills and Abilities:**

- Willing and able to work comfortably in a team environment.
- Good communication and organizational skills.
- Good computer skills.
- Ability to think creatively and be able to communicate new concepts and ideas to the Team.
- Act in a professional manner at all times.
- Be adaptable and be comfortable working in a hectic environment that serves the marginalized population of Victoria.

In accordance with funding, priority will be given to students with disabilities, Aboriginal students, and students who are members of visible minorities.

Qualified candidates are invited to submit a covering letter and resume detailing their related background, experience and qualifications by 4:30 p.m. May 8, 2015 to: [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention: Careers, 919 Pandora Avenue, Victoria, B.C. V8V 3P4. Please quote **“Food Services/Volunteer Administration – Summer Student”** in the subject line.