

Campus Market Coordinator

Call for Applications

The Campus Fresh Food Market is recruiting a Market Coordinator for the Fall 2024 and Winter 2025 semesters.

- Deadline to Apply: Monday, May 27 at 9:30 am
- This position pays \$23.00 hourly and requires 15 hours per week.
- Apply [here](#) to submit your cover letter and resume
- Must be an enrolled University of Guelph student during Fall 2024 and Winter 2025.

We're seeking an organized and proactive Food Market Coordinator dedicated to ensuring all members of the U of G community have access to nutritious food. The market coordinator leads all operations and logistics for the market.

Why the U of G Food Market?

- Food insecurity, or the inadequate and insecure access to food, is a significant issue for many post-secondary students across Canada, associated with various negative impacts on physical and mental health, as well as academic performance (Hattangadi et al., 2021; Maroto, 2015). Sliding scale markets are one intervention developed to address food insecurity, currently implemented at the University of Guelph with promising results.
- The U of G Food Market sells fresh fruits, vegetables, and other goods on a sliding scale, which allows customers to choose the amount they want to pay within a set range, with no questions asked. We are committed to making healthy food accessible to anyone and everyone.
- The market is not just a place to buy fresh food. We are a community where you can meet, chat, and swap food ideas while building new connections. This non-profit initiative has become a valuable program at the University of Guelph.
- The market started in 2022 and thrives due to the remarkable collaboration fostered among the Community Engaged Scholarship Institute, the University of Guelph Sustainability Office, and the Arrell Food Institute at the University of Guelph.


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:

- Volunteer and shift lead management:
 - Training and development of training guides
 - Recruitment
 - Scheduling
 - Supervision
- Planning and implementing, in constant collaboration and communication with the market organizers team:
 - Market growth strategies
 - Partnerships (to promote culturally appropriate nutrition and overall wellbeing),
 - Special events
 - Weekly operations
- Market Operations/Logistics:
 - Inventory and leftover management, including movement of food between market locations and/or storage
 - Planning, sourcing, ordering and receiving food deliveries weekly.
 - Ensuring food offerings quality.
 - Expenses and revenues management.
 - Calculation of main KPIs.
 - POS (Points of Sale) systems and checkout software management.
 - Price tracking and price setting.
 - Customer satisfaction and sales behavior monitoring.
 - Periodic reporting.

Required Skills and Experience

- Must be an enrolled University of Guelph student during Fall 2024 and Winter 2025.
- 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 ("customers")?
- 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 revise 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
- Deadline to Apply: Monday, May 27 at 9:30 am
- Apply [here](#) to submit your cover letter and resume

About the job:

- Start date: August 19th, 2024
- End date: April 25th, 2025
- Rate: CAD\$23 per hour
- Hours: up to 15 hours per week
- Please note that working hours are flexible but must be available during part of the market days on Thursdays.

Have any questions? Please send an email to Sam Laban: slaban@uoguelph.ca

