



**McGill**



**Student Housing and  
Hospitality Services**

**Service de logement  
étudiant et d'hôtellerie**

**Job Title:** Office Assistant C

**Hiring Unit:** Student Housing and Hospitality Services

**Department:** Food and Dining Services

**Supervisor:** Oliver De Volpi

**Compensation:** \$14.50/hour

**Duration of position:** July 8<sup>th</sup>, 2019 to April 30<sup>th</sup>, 2020 (summer & during academic year)

**Hours:** 10-20 hours weekly (flexible, TBD)

**Apply by:** June 14<sup>th</sup>, 2019

Posted from May 31<sup>st</sup> – June 14<sup>th</sup>, 2019

### **Job Description**

McGill's Food and Dining Services strives to provide a dining experience with environmental and social sustainability in mind. This position plays a key role in setting sustainability targets and actions within its main tasks of tracking purchasing and procurement, waste management, marketing campaigns, educational program management and outreach events. You will liaise between McGill Student Housing & Hospitality Services (SHHS), contracted food service providers, food suppliers, environmental student groups and the general student body to ensure the continuation of existing initiatives and the successful implementation of new ones.

### **Key Responsibilities**

- Track purchases, manage data, and create sustainable purchasing reports
- Plan, hire, manage and report on educational programs, including waste education, local food days, Sustainable Seafood and Fairtrade weeks
- Oversee waste management through reviewing signage and food packaging. Conduct waste audits & implement waste diversion strategies
- Act as a resource for students pursuing Applied Student Research
- Co-chair the Fair Trade Steering Committees
- Strategize initiatives to improve overall sustainability of McGill's Food and Dining services' operations

### **Requirements & Qualifications**

- Must be a current McGill student and must be eligible to work in Canada
- Awareness and understanding of sustainability initiatives at McGill and within Montreal
- Keen interest in sustainability, food systems and waste reduction
- Strong interpersonal and organizational skills
- Professionalism and ability to work with diverse community members (students, staff, chefs, etc.)
- Independent worker: able to set up own projects based on interest and feasibility
- Excellent verbal and written communication skills
- Strong eye for marketing
- Bilingualism (English & French) preferred

If you are interested in this position, please send a CV and cover letter to [food-sustainability.shhs@mcgill.ca](mailto:food-sustainability.shhs@mcgill.ca) with "OfficeAssistantC"\_[YOUR NAME] in the subject line.