



JOB DESCRIPTION

POSITION: Sustainable Food Co-ordinator
DEPARTMENT: UW Food Services
DATE: June 2011

General Accountability

The Sustainable Food Co-ordinator reports to Assistant Director, Food Services on a one year contracted assignment with the Department of Food Services.

The incumbent will work to meet the primary goals expressed in the UWaterloo Buy Local program outlined within in the guidelines of the Broader Public Sector Investment Fund application. The incumbent will be involved with many departmental initiatives through their interaction with project partners, management teams and department committees.

The incumbent will take the initiative to assess current food procurement practices and establish recommended policies that will ultimately set the foundation to increase local food purchases for Food Services in the years ahead.

Nature and Scope

The Department's goals embrace an active student service environment, which promotes a dynamic and extensive campus dining experience. The UW Food Services department is an ancillary operation that must maintain its fiscal viability by remaining competitive, effectively marketing its services, and sustaining nutritious and appealing local product offerings. Furthermore, UW Food Services targets the customer base with entertaining promotions, theme events and new products.

The incumbent will be required to work independently, managing goals and timelines set out within the structure of the Broader Public Sector (BPS) work plan. Working closely with the Assistant Director, Chefs and Unit Managers, the incumbent must have the ability to collaborate and bring discussion and ideas together to develop an action plan for implementing purchasing practices that achieve desired results for sustainable food procurement programs.

Statistical Data

UW Food Services operates 20 outlets across campus and co-ordinates all administrative tasks through a centralized office. The Department's budget is estimated at \$18,500,000.00. The two major expenses are food cost, \$6,500,000.00 and wage and benefits cost, \$7,000,000.00. UW Food Services employs 98 full-time hourly paid staff, 35 full-time salaried staff and approximately 280 part-time hourly paid and full-time temporary staff.

Specific Accountabilities and Summary of Responsibilities

- Conduct research to determine which current products bought by UW Food Services are defined as local Ontario foods.
- Document and quantify amounts of local Ontario products currently being purchased.
- Work with partners to determine regional and provincial producers and establish who is producing fresh, frozen or processed products from local or regional farms.
- Ascertain if additional products can be sourced locally.
- Working with distributors, select additional products that can be sourced locally.
- Determine price differentials for local products versus non-local products, document and quantify.
- Work in collaboration with, and be a resource to, University stakeholders to develop, implement and manage a sustainability plan and environmental strategy for improving our local food procurement program. This includes working with chefs, managers and suppliers to review our food production methods, systems and procedures to identify areas of opportunity for increasing our use of local foods
- Update menus to reflect seasonality of local product.
- Assist in creating a marketing campaign that informs our students, faculty and staff of the local products/ingredients served in our units.
- Communicate buy local initiatives by informing our staff, local media, and our CCUFSA partners.
- Assist in determining department growth targets for improved local purchases; as a percentage of total purchases.
- Evaluate these targets periodically, and set net targets.
- Investigate comparative 'benchmark' sustainability performance standards of other Universities and colleges.
- Co-ordinate public outreach and partnerships with farmers and local producers, investigating new partnerships
- Play a lead role in coordinating our seasonal Farm Market program and related purchases from the Food Co-op

Qualifications

- A university bachelor degree in a related field is required.
- Knowledge and understanding of purchasing and procurement is an asset
- An understanding of sustainable foods, the overall food system, local food programs and other related knowledge is an asset
- Self-motivator with the ability to take appropriate initiative
- Excellent and creative written and oral communication skills with strong attention to detail
- Ability to work independently in a busy environment
- Candidates must be computer literate and proficient in the operation of major word processing with the aptitude to learn new software
- Willingness to be flexible and to work effectively with other departments; demonstrated ability to work collaboratively with others, and the ability to achieve goals and objectives
- Demonstrated commitment to customer service is required