Title: Food Coordinator
Two Positions – Fall/Spring and Spring/Fall

Work Credit:
Full dining
Choice of dining co-op (incoming coordinator)
Choice of housing and dining co-op (continuing coordinator)

Time Required:
8-10 hours/week

Responsible to:
OSCA Board, Local Farmers and Distributors, Operations Managers, Co-op Food
Buyers, Treasurer

Support People:
Operations Managers, Food Safety Advisor

Appointed by:
Food Coordinators, Operations Managers

Sit on Appointments:
Food Coordinators, Environmental Concerns Coordinator, Nutrition Coordinator

General Responsibilities

The Food Coordinator is the liaison between the vendors that OSCA buys food from and the individual co-op food buyers. Weekly responsibilities include compiling orders from co-op food buyers, sending them to the vendors, and ensuring proper distribution of food.

In general, this person will work to maintain and develop OSCA’s relationships with local vendors. This includes communicating with local farmers, co-op local food reps, and co-op food buyers to ensure timely acquisition and proper distribution of foods.

This position will be responsible for the Local Foods Committee, with the mission to educate and inform the OSCA community about local issues, facilitate projects related to food, and generally represent OSCA’s commitment to the local food community.

Specific Responsibilities

Beginning of each semester
1. Buy food during fall and spring interims. Stock co-ops for interim and stay within the necessary budget until co-op food buyers are elected and trained.
2. Train co-op food buyers at the beginning of each semester. Stress the importance of local foods purchasing to OSCA.
3. Train and coordinate local foods reps.

Throughout the academic year
1. Coordinate food distribution.
2. Attend regular Food Management Team (FMT ) meetings. The FMT consists of two Food Coordinators, Food Safety Advisor, Nutrition Coordinator, and two Operations Managers.
3. The continuing Food Coordinator attends weekly General Management Team meetings (~ 1 hour in length).
3. Talk with farmers (via phone, e-mail and snail mail) on a weekly basis to determine what food is available; inform co-op food buyers. CC: the OSCA e-mail account (osca@oberlin.edu) on all e-mails.
4. Maintain strong relationships with farmers through visits and regular contact.
5. Compile individual co-op food orders and place orders with appropriate vendor.
6. Make sure that all food vendor invoices are broken down by individual co-op order and put them in the Financial Manager’s mailbox by Monday morning each week (in weeks where food is purchased).
7. Communicate with the Financial Manager and Treasurer about any missing or mis-charged items for which a co-op was billed. Try to cut these problems off as soon as possible by talking to the vendor.

8. Keep records of opening food orders (format, how much of what, from whom) for future Food Coordinator and food buyer reference. Make sure that electronic records are saved on the OSCA local foods computer server drive so that OSCA Staff have access to this information.

9. Relay any complaints food buyers and their co-ops may have to the vendor (the vendors do not want to get calls from ten people all telling them the same thing).

10. Hold weekly Local Food Committee meetings.

11. Maintain contact with all-OSCA Nutrition Coordinator; recommended to meet twice each semester, or as needed.

**Before and During Vacations**

1. Notify vendors and remind food buyers of upcoming breaks and tell them to buy accordingly (no purchases are allowed during academic breaks). Must remember to tell vendors NOT to deliver food during breaks or date invoices during breaks. Remember that orders will have to be placed during breaks.

2. At the beginning of each semester, save your opening orders so that new Food Coordinators may reference them in the future.

**Clerical Responsibilities**

1. Be accessible to OSCA members by phone, email, or by appointment.

2. The Spring/Fall Coordinator must return to Oberlin one week before fall term begins.

3. At least one Food Coordinator should attend the annual Ohio Ecological Food and Farm Association (OEFFA) conference in February to learn more about local foods in Ohio, educate membership, and make connections with farmers. Contact Financial Manager in early November regarding registration. Write a 400-word article regarding the conference for the OSCA Publication.

4. Check your mailbox in the OSCA office on a regular basis.

5. The Food Coordinator is responsible for ensuring that minutes of the Local Foods Committee meetings are submitted to the Chair of the Board by the beginning of that week’s Facilitation meeting. Submit either a summary or full minutes of each of your committee's meetings to be included in the Board packet.

6. At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.

7. Write monthly activity report and submit them to the Personnel Committee. The report should include time spent on these activities.

8. The continuing Coordinator, as GMT member, will submit a year-end report at the end of your term (see continuing policy for specific details on the structure of your report).

9. Appoint and train your replacement.

10. Revise this job description at the end of the year.

11. Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Approved by the Personnel Committee