

Title:	Food Coordinator Two positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining Choice of housing and dining co-op
Payroll:	Stipend equal to \$700 per semester (less taxes)
Time Required:	15-25 hours/month (3.75-6.25 hours/week)
Responsible to:	OSCA Board, Local Farmers and Distributors, Operations Managers, Co-op Food Buyers, Treasurer, Food Safety Advisor
Support People:	Operations Managers, Food Safety Advisor
Appointed by:	Food Coordinators (2), Operations Managers (2), Environmental Concerns Coordinator
Sit on Appointments:	Food Coordinators, Environmental Concerns 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 and co-op food buyers to ensure timely acquisition and proper distribution of foods.

Specific Responsibilities

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) Check your mailbox in the OSCA office on a regular basis.
- 4) Write monthly activity report and submit them to the Personnel Committee. The report should include time spent on these activities.
- 5) 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).
- 6) Appoint and train your replacement.
- 7) Revise this job description at the end of the year.
- 8) Save all electronic files relevant to your position on the OSCA server before the end of the year.

Timeline

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.

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, and two Operations Managers.
- 3) The continuing Food Coordinator attends weekly General Management Team meetings (~ 1 hour in length).
- 4) 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 invoice-related e-mail.
- 5) Maintain strong relationships with farmers through regular contact and optional visits.
- 6) Compile individual co-op food orders and place orders with appropriate vendor.
- 7) Make sure that all food vendor invoices are broken down by individual co-op order and make sure paper copies (if applicable) are delivered to the receipts basket in the OSCA office.
- 8) 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.
- 9) 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.
- 10) 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).

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.

Approved by the Personnel Committee