

Title:	Co-op Dining Loose Ends Coordinator (DLEC) (for individual dining co-ops)
Work Credit:	Full hours in dining
Time Required:	Generally 16-24 hours/month (4-6 hours/week); more during the beginning of the semester
Responsible to:	Dining Membership, Operations Managers, Co-op Management Team (CMT)
Support People:	General Management Team (GMT), CMT, Operations Managers, other DLECs
Elected by:	Individual Co-op Members
Sit on Appointments:	none

General Responsibilities

The primary responsibility of the DLEC is to be concerned with the well-being of the dining co-op. The DLEC should assist the dining co-op in functioning as a cooperative, supportive, and safe environment for members. DLECs should understand: how to facilitate meetings; how to identify and respond to various potential problems within the community; and how to communicate with the membership. The DLECs, along with the CMT, are responsible for ensuring that co-op members are educated in all areas necessary to maintain a healthy and productive dining cooperative.

Specific Responsibilities

- 1) Attend mandatory training sessions with the Operations Managers and other OSCA staff at the beginning of the semester and during the semester as needed.
- 2) Be present at as many meals and other scheduled co-op meetings as possible.
- 3) Facilitate co-op discussions with impartiality, and communicate results to the membership in a timely manner.
- 4) Call and facilitate CMT meetings.
- 5) Educate members on and promote awareness of OSCA and Oberlin College policies and Local, State, and Federal Regulations applicable to the co-op.
- 6) Communicate regularly with co-op elected positions in order to facilitate smooth operation.
- 7) Meet with the CMT and/or OSCA Staff as necessary to ensure resolution of any problems that may arise.
- 8) Meet once a semester with a representative from Residential Education & Dining Services (RE&DS).
- 9) If necessary, act as the co-op's representative in the resolution of problems between the co-op and Oberlin College, in conjunction with the Operations Managers and OSCA Officers. This may include: holding co-op discussions; developing solutions with members, CMT, and OSCA Staff; and attending a meeting between representatives of OSCA and representatives of RE&DS.
- 10) Keep track of co-op policies; pass these policies on to the next DLECs.
- 11) Help orient new members to the co-op.
- 12) Identify and tie up any apparent loose ends in the co-op's functioning.
- 13) At appropriate times (mid-semester breaks, end-of-semester) facilitate closedown of co-op with the CMT.
- 14) At the end of the semester, facilitate election of iDLECs or next semester's DLECs.

A Note on DLECs

DLECs are the people that the co-op's members should be able to go to with any question. They do not have to have the answer, but they should know where to find it. DLECs should be comfortable working with others and communicating openly and regularly. This job is recommended for more-experienced co-ops, since this position is best done by someone with a thorough understanding of the co-op and its workings.

Approved by Personnel Committee