

<b>Title:</b>	<b>Winter Term President</b>
<b>Work Credit:</b>	Full hours in dining Choice of Winter Term dining co-op
<b>Payroll:</b>	Stipend equal to OSCA Winter Term bill (less taxes)
<b>Time Required:</b>	40-120 hours/month (10-30 hours/week) Must be available first day of Winter Term. The day before preferred.
<b>Responsible to:</b>	Winter Term Membership, OSCA Board, General Management Team, OSCA Fall and Spring Membership
<b>Support People:</b>	Winter Term Officers, Employees, Full-year President (likely on vacation but probably more than happy to answer questions via phone or e-mail)
<b>Appointed by:</b>	Operational Officers (all), Business Coordinator, Financial Manager
<b>Sit on Appointments:</b>	None

**General Responsibilities**

The Winter Term President is the Loose Ends Coordinator and Operations Manager for OSCA’s Winter Term Program. The Winter Term President ensures the smooth running and efficient operation of the OSCA dining halls. It’s a lot of meetings and communication and making other people communicate. There’s some mediation to be done, some odds and ends, and a lot of crisis management. The Winter Term President often does what other people aren’t doing. It’s a lot about being a resource for people and about being the “face” of OSCA to both OSCA Members and College People.

The WT President should undertake at least one project to improve OSCA in some way. Finally, the WT President must eat in OSCA over winter term.

**Specific Responsibilities**

The WT President is responsible for making sure that these duties are performed. Duties should be delegated to the other WT Officers as appropriate. Make sure that the WT Officers are communicating, sharing responsibility, and generally doing a good job. Support each other.

- 1) Sign up for OSCA winter term dining (required).
- 2) Be accessible to OSCA members by phone, email, office hours, or appointment.
- 3) Ensure that food is ordered before Winter Term begins.
- 4) Ensure that food buying continues smoothly.
- 5) Organize a check-in meeting with the College.
- 6) Act as an Operations Manager.
- 7) Ensure that DLECs and Cleanliness Coordinators are elected from each co-op.
- 8) Train Winter Term DLECs, Cleanliness Coordinators, and any other managerial positions a co-op elects (Menu Planner, Missed-Jobs Coordinator, Recycler, etc.).
- 9) Act as Cleanliness and Maintenance Coordinator: filing service requests, inspecting co-ops for cleanliness, accompany Count Health Inspector as needed, order cleaning chemicals as needed, ensure that all WT co-ops are crew-trained.

- 10) Act as Housing Coordinator: contact the Housing Coordinator for names of WT HLECs, inspect each housing co-op weekly, assign housing commandos as necessary, make sure repairs are carried through, respond to any College concerns about housing.
- 11) Organize an all-OSCA meal to open up WT and let the general membership know who its Officers are.
- 12) Act as iDLEC for all co-ops: facilitate co-op discussions before DLECs are elected.
- 13) If Third World Co-op is open for winter term, make yourself particularly available as a support person. Respect the co-op's autonomy and ability to decide things for themselves. Make it clear that you are willing to offer extra support if they ask for it.
- 14) Create and maintain the WT charge list with the WT Treasurer.
- 15) Post interim work charts, contacts lists, allergy and food preference sheets, and any other posters you may find relevant.
- 16) Submit stipend report to the President for presentation to the Board (by mid-February).
- 17) Update this job description and revise the Winter Term President's manual.
- 18) Save all electronic files relevant to your position on the OSCA server before the end of the year.

## **Timeline**

### *Before applying and before the interview:*

- 1) Read this.
- 2) Read the Board Manual with particular attention to the by-laws.
- 3) Come up with a good reason to be Winter Term President. Is there some sort of project you can undertake for the organization in addition to your regular duties as the Winter Term Operations Manager?

### *After Appointment / early to mid-December (getting trained!):*

- 1) Remind OSCA's President to announce your appointment at a General Management Team meeting so that you can be trained by those on the GMT who have knowledge to give you.
- 2) Make sure you know how to file work orders (talk to Cleanliness & Maintenance Coordinator). Get cleanliness inspection forms.
- 3) Familiarize yourself with OSCA kitchen cleanliness standards and the inspection process. Accompany a CMC on a kitchen inspection (talk to Cleanliness & Maintenance Coordinators).
- 4) Make sure you know how to access all of OSCA's keys and combinations (see an Operations Manager).
- 5) Learn the computer passwords that the GMT thinks you need to know. This will probably just be the operations password (see an Ops Manager).
- 6) Talk to the Housing Coordinator. Find out if there are any housing issues that are likely to continue during winter term. If the HLECs go away for winter term, ask the HC to tell the HLECs to pick a responsible person to keep an eye on the house and organize commandos when necessary. Then, email the HLECs and find out who've they've picked. Also, pass on important information to the HLECs so they can pass it on to the house if necessary (who you are, how you can be reached, what you should be contacted for, etc). Ask the HC or the HLECs what they intend on doing with key boxes.

### *After Training but before the end of the semester:*

- 1) Ask the President, the Ops Managers, the Cleanliness & Maintenance Coordinators with whom they regularly communicate in the College. Then e-mail those people to introduce yourself as the Winter Term President and inform them that you will be the contact person for the month of January. Ask the President to invite you to an OSCA/College Facilities meeting.

- 2) Contact the rest of the Winter Term Officers (WTO) and organize a meeting. You should decide how you want to divide responsibilities. Find out when you will all arrive in Oberlin for Winter Term. Decide how you want to organize the first meal. Make sure the WT treasurer and membership secretary are appropriately trained.
- 3) Create a Charge list. Submit the charge list to the Business Coordinator for review. (The Office Staff will mail out the charge list.)
- 4) Make interim work charts for the first week of Winter Term.
- 5) Think about the role you want the WT DLECs to play. Revise the WT DLEC manual.

*First week of Winter Term:*

- 1) If possible, arrive the day the dorms open up. One day before the co-ops and winter term should begin.
- 2) Post interim work charts; confirm that there are experienced cooks for the first meals in each co-op.
- 3) Make sure fresh produce and any other food that has arrived is delivered and in the refrigerators.
- 4) Call Morgan and have linens delivery start up again. (If a co-op of 100 people has a winter term enrollment of 30 – 50 people, ask for 1/3 to 1/2 the normal order)
- 5) Unlock any rooms that need to be unlocked (dry foods, kitchens, etc.).
- 6) Do a run through of all the co-ops to follow up on any work orders to generate new work orders.
- 7) Post information in the WT co-ops about: work orders, paying for WT, the types of elected positions they may want to have, the training schedule, whatever else seems necessary.
- 8) Run DLEC elections in all WT co-ops.
- 9) Let the Office Assistant know when your office hours will be.
- 10) Set up a time for the WTO to meet with the appropriate College staff to discuss any concerns the College may have and to follow up on work orders.
- 11) Train DLECs.
- 12) Remind DLECs to elect Ccs.
- 13) You are OBLIGATED to work Billing Day in early January, in order to mail out Spring Term room and board bills. The Financial Manager will tell you on what date Billing Day is.

*Second week of Winter Term:*

- 1) Train CCs and make sure that other co-op level elected positions are trained.
- 2) At the end of the week inspect the co-ops for cleanliness and to follow up on maintenance work orders. Let the DLEC, CCs, or membership know.
- 3) Revise the charge list, if needed.
- 4) Begin work on projects.

*Third week of Winter Term:*

- 1) You may want to inspect (or have the HLEC inspect) co-op rooms in case water damage from radiators occurs.
- 2) Continue work on projects.

*Fourth week of Winter Term:*

- 1) Revise WT President job description and manual.
- 2) E-mail amendments to this job description to the Personnel Committee.
- 3) Wrap up projects.

- 4) Inspect all kitchens (including kitchens that were not operational over Winter Term) to ensure that they are being returned to Spring Semester co-ops in a clean condition.
- 5) Post pre-semester interim work charts for the co-ops that have food to cook.
- 6) Remind WT HLECs to run a commando to get everything clean and tidy for Spring Semester.
- 7) Give all the keys that you've held for the month back to their rightful owners.

#### **Things you need to know to do your job and how to find them out**

- Read the Winter Term President's manual as an information resource.
- Ask the Office Staff for historical advice, information, and the location of useful documents.
- The rolodex has all the telephone numbers you need.
- Be professional in your dealings with the College or any other business.
- The Board Manual has continuing policy and bylaws.
- Investigate the OSCA library's holdings (it's fun and informative).

#### Relationships

- Please form loving and lasting relationships with your fellow WTO, with the Office Staff, and the co-ops.
- You may form less loving relationships with the Resident Director, Residential Education and Dining Services people, College Facilities Directors, the Buildings and Grounds Department, area businesses, food and non-foods distributors, and Wilder Student Union staff.

#### General Advice

You are the Winter Term President. It's not the "President" part that's important. It's the "Winter Term" part that's important. Relax. This is an excruciatingly thorough job description. It need not be followed like dogma. Be aware of the full scope of operational responsibilities, but realize that you won't need to do everything. You just need to make sure almost everything gets done.

*Approved by the Personnel Committee*