Job Description

Position title: Composting Assistant Coordinator
Reports to: Sustainability Coordinator
Supervises: None
Employee status: Term, Appointed
Length of term: May 1 – April 30 (1 year)
Hours per week: 5
Compensation: Tier 1
Date revised: Approved by HC in March 2015

Position Purpose

This position assists the Composting Coordinators and ensures the success of the AMS Citypod Composter System.

Duties and Responsibilities

• Coordinate with AMS food and beverage kitchen staff to transport pre-consumer waste to the Citypod located in loading dock
• Maintain the cleanliness of the Citypod’s surrounding area
• Maintain orderly supplies locker and ensure necessary equipment is replaced
• Manage the collection point for the organic waste designated for the Citypod
• Receive training in safety procedures to operate the shredder
• Arrange for regular supply of wood pellets or cardboard shredding
• Regularly communicate with Food and Beverage staff and AMS Sustainability staff
• Works with the AMS mission statement and values to operate a successful department
• Other duties as required

Qualifications and Experience

• Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
• Strong initiative and interest in environmental conservation and sustainability
• Ability to work independently as well as part of a team, strong time-management skills
• Knowledge of composting and applied biology is preferred but not required
• Student in academic programs relating to sustainability and conservation is desirable but not required
• Training will be provided
• Must be comfortable lifting at least 50lbs