



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