



Job Description

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| 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