

# **Colgate Paid Position: Sustainable Dining Coordinator, 2014**

Colgate University, in partnership with Sodexo, is pleased to announce a full-time position for a qualified individual who will work to advance local and sustainable food purchasing and overall sustainability in dining services. This is an exciting opportunity to contribute to Colgate's growing sustainability movement while helping to raise the awareness of food issues and help to establish and meet annual and long-term goals.

## **POSITION PURPOSE:**

The Sustainable Dining Coordinator will promote overall sustainability in dining services and work to educate the community (especially students) on issues of local and sustainable food purchasing. During the fall of 2013, Colgate's Sustainable Food Systems Working Group developed a set of criteria for defining local and sustainable food based on the goal of purchasing local, community-based, and/or third-party certified food as a percentage of our overall food purchases. The coordinator will use these initial criteria to begin tracking food purchases with the intent to advance Colgate's purchase of local and sustainable foods. In addition, the Sustainable Dining Coordinator will work between institutions with other Sodexo accounts in the Central New York region.

## **POSITION SUMMARY:**

Colgate University is committed to sustainability, supporting our local and regional economy, and educating students on healthy and environmentally and socially responsible dining habits. The Sustainable Dining Coordinator is a newly created position that will work to connect and advance each of these important aspirations.

Applicants must be self-motivated, resourceful, and work independently while having experience with program management and knowledge of institutional food systems and industry practices. The Sustainable Dining Coordinator must also initiate educational programs with students from diverse backgrounds and cultures. Strong interpersonal, organizational, and leadership skills are required. Prior experience working with students in an educational setting is preferred.

The Sustainable Dining Coordinator is expected to help manage a number of administrative and managerial duties including establishing daily/weekly work priorities, meeting scheduling and facilitation, being accessible and responsive to student inquiries, establishing short- and long-term procurement and sustainability goals in collaboration with other stakeholders, and working with student groups to develop education and outreach materials. The Coordinator will also raise awareness of the benefits of local and organic food production by working with community members on and off campus to organize events and educational campaigns.

To be successful, the Coordinator will work closely with various constituents including Dining Service staff, the Sustainability Office, the Sustainable Food Systems Advisory Group, students, Sodexo accounts at other nearby colleges and universities, individuals and organizations in the food service industry, area farmers, and others. This is a 12-month full-time position.

The Sustainable Dining Coordinator will report directly to the Director of Dining Services and will also collaborate closely with Colgate's Director of Sustainability and the Sustainable Food Systems Advisory Group.

## **ESSENTIAL RESPONSIBILITIES:**

### **Local and Sustainable Food Procurement**

- Establish new system for benchmarking and tracking local and sustainable food purchases using Sodexo's food calculator or another similar tool. Annual reports will report on progress and track change over time.
- Collect necessary data to complete AASHE STARS 2.0 "Dining Services" reporting and calculate local, community-based, and 3rd party certified food purchases on an annual basis.
- Work with supervisors and other stakeholders to establish short- and long-term procurement goals.
- Coordinate food deliveries/billing with local providers.

- Maintain and strengthen relationships with key vendors and area growers who supply local and sustainable foods and food products to campus.
- Foster new relationships with local/regional growers and suppliers in collaboration with Dining Services and the Sustainability Office with the intent of establishing new vendor accounts.
- Work with Colgate Community Garden team to explore options for serving their produce on campus.

### **Education, Outreach, and Awareness**

- Increase labeling and awareness of local and sustainable foods in dining halls, events, and other venues.
- Support communication and outreach by producing engaging and informative brochures, marketing materials, and by utilizing social media.
- Organize annual awareness events and farm-to-fork tastings.
- Be a resource for students and faculty working on food-related research projects or club initiatives (e.g., ENST 390 projects, independent research projects, Good Food Forum, Green Thumbs).
- Support key student- or campus-driven events that are food-related, as approved by supervisors.
- Participate in off-campus opportunities for food-related engagement and education in our community.
- Participate and organize events or informational campaigns that communicate the environmental and social benefits of waste reduction and eating local/sustainable.

### **Operations**

- Implement Sodexo's SMART Sustainability Tracking Tool.
- Assist in the effective implementation of Sodexo's LeanPath system on the Colgate campus.
- Increase waste reduction efforts and expand campus composting program especially in areas such as the Coop and catered events.
- Work closely and train if necessary other Sodexo staff so they support ongoing sustainability in dining services.

### **Collaboration and Partnerships**

- The Sustainable Dining Coordinator is expected to work closely with Sodexo staff at other nearby colleges and universities.
- Develop a working relationship with student groups involved with food issues on and off campus including Green Thumbs, Good Food Forum, and others.
- Work closely with the Sustainable Food Systems Advisory Group to help establish broader campus goals and ongoing initiatives.
- Establish ongoing relationships with off-campus community partners such as the Hamilton Food Cupboard, Hamilton Central Schools, the Friendship House, and others.
- Actively engage area farmers and all supply chain partners in support of local and sustainable food procurement.

### **RECOMMENDED KNOWLEDGE, SKILLS and ABILITIES:**

The Sustainable Dining Coordinator should:

- Have 3 or more years of experience in local and sustainable food-related issues.
- Have administrative and program management experience.
- Have solid interpersonal skills and have the ability to work effectively and respectfully with a diverse set of stakeholders including students, administrators, faculty, students, area farmers, and others.
- Be detail-oriented and well-organized in order to effectively accomplish stated objectives.
- Possess the ability to accomplish results in designated time frames.
- Be comfortable working in a fast moving/changing environment and have the ability to handle multiple tasks simultaneously.
- Have the ability to effectively motivate students and community members to action.

Colgate is particularly interested in applicants who have demonstrated a commitment to local and sustainable food issues and is passionate about sharing their knowledge and experience with others.