

Position: Free Breakfast Coordinator – Fixed-Term Part-Time

Reports to: Reception & Centre Services Coordinator

Direct reports: N/A

Location: OUSA Clubs and Societies Centre

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) runs campaigns and represents student views to the University and other external bodies. OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

The staple of the Free Breakfast Programme is serving out free porridge, toast, range of cereals and hot drinks to Otago University and Otago Polytechnic students.

Position Purpose | Whakatakotoranga Tuuturu:

- Coordinate the OUSA Free Breakfast Programme which runs Monday – Friday during semesters 1 and 2, including exam periods for 60-100 students per session
- Maintain a relaxed yet efficient flow, ensuring ample supply for all attendees while adhering to quantity guidelines

Areas of Responsibility | Nga Wahanga Haangai

Area	Expected Outputs
General Duties	<ul style="list-style-type: none">• Set up Evison Lounge for dining• Arrange and monitor the consumption of breakfast items• Basic cooking, such as porridge

	<ul style="list-style-type: none"> • Pack up Evison Lounge at the end of each session, ensuring a tidy and organised space • Clean the kitchen after each session to maintain hygiene standards • Monitor and manage stock levels according to program guidelines
Health and Safety	<ul style="list-style-type: none"> • Adheres to NZ law and reasonable instructions given by OUSA including OUSA policy, systems and processes • Takes reasonable care for their own health and safety • Takes reasonable care that others are not harmed by their actions • Educates patrons on their health and safety obligations, intervening when these are breached if safe to do so or reporting to management • Champions a proactive and positive health and safety culture • Holds and renews a first aid and fire warden certificate (holding the position of main fire warden)

Personal Attributes | Nga Huanga Whaiaro

Attribute	Details
Personality	<ul style="list-style-type: none"> • Inclusive and positive • Approachable and engaging • Humble and self-aware • A people person • Trust worthy
Outlook and Approach	<ul style="list-style-type: none"> • Dedicated to creating a welcoming and inclusive environment • Collaborative and improvement focused
Skills	<ul style="list-style-type: none"> • Can work autonomously • Strong time management • Great communication and interpersonal skills • Organisation • Detail orientated • Agility • Problem solving

Qualifications and Experience | Tohu me te Wheako

- Experience covering the majority of responsibilities listed (via paid or volunteer work)
- First aid, Food Safety and Hygiene Certificate and fire warden certification (or agreeance to get on successful application)
- Knowledge of the tertiary environment. Note, you do not need to be tertiary student to hold this role.