

## **Toronto Sustainable Food Co-operative Hiring Committee Meeting**

**Date:** March 28th, 2014

**Location:** GSU Basement Lounge

Minute Taker: Jes

Present: Jes, Vic

Meeting Start: 6:50pm

This committee is based on a TSFC Board of Directions motion on March 28th 2014. The Hiring Committee is tasked with making decisions relating to April / overall summer employment and carry out duties relating to hiring such as creation of job descriptions, job posting, hiring criteria, interviews and recommendation of candidates to the board. Membership consists of Victoria Benjamin and Jessica Denyer.

### **1) April Rehiring / Hiring**

#### **Rehiring**

- Kat, Emily and Xander will be available to renewing for the month of April
- Vic: recommendation that contract duration be April 7 - May 2
- Board has motioned that the cafe be closed Mondays in April; this may change later in summer depending on Canada Summer Jobs funding

April Breakdown:

Kat - up to 25hrs, 3 kitchen shifts (not available on Thursdays)

Emily - 15-18hrs, 3 kitchen shifts

Xander - 10-15hrs, 2 kitchen shifts (ending April 25th)

-Timeline: April staff contracts to be reviewed by board asap; will be officially approved at special board meeting on April 4th / pre-volunteer appreciation party & sent to staff for signing. Communication to be maintained with staff in advance of formal board approval of contracts.

**Action: Vic to finalize contracts, send out for feedback/input to board members.**

- April staff roles will also need to be redistributed
  - Kat will take on Board Liaison, attending board meetings
  - Kat will take on Building Liaison role
  - Emily will take on Health & Safety
  - Emily & Kat will both take on volunteer coordination
  - Bookkeeping will go to whoever is doing Friday closing shift (Emily?)

#### **Hiring**

-last week of April (April 29th-May 2nd) we will be short a staff member

## **2) Summer Hiring**

-regardless of whether we get Canada Summer Jobs funding or not we will need another cafe staff employee starting the week of April 29th → should hire earlier to have training overlap time → week of April 22

### **Canada Summer Jobs (CSJ) Funding**

-we will not find out about Canada Summer Jobs funding until sometime in April  
-Jes: past experience suggests that notification will be late / there will be little time between notification and when the contract is supposed to begin  
-any summer employment plans we make need to include this uncertainty  
-Jes: having a practiced hiring plan will be helpful in future for when we need to rapidly hire if we get the funding

### **Rough Planning for Canada Summer Jobs Hours if received -- see [application](#) for further notes on job descriptions**

Max employment duration applied for: May 5, 2014 - August 22, 2014

Applied for 2 employees for 30hrs/week each

-if we get 30 hours of employee funding/week:

- 10 hours event planning/facilitation
- 10 hours cafe
- 5 hours member engagement
- 5 hours outreach

-if we get 60 hours funding/week:

- 10 hours event planning/facilitation
- 20 hours cafe
- 5 hours member engagement
- 5 hours outreach
- 10 hours value added sales production / produce preservation for future use
- 10 hours flex

-we could have the option to reopen on Mondays too

-positions through Canada Summer Job will have to contain the following in their job posting:

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

-Vic: concerned about fall turnover → would any student hired in Summer through CSJ actually stay into fall?

-also concerns about ability of any current employees to renew contracts for the whole summer; we could be left with 3 new people

-Vic: need for short term training contracts?

-Jes: need for overall better board training on cafe operations so that the board would be able to train and support new employees

-Jes: we can't hire a new employee who meets CSJ funding requirements earlier than the CSJ start date, pay them for the early time and then "transition" them to being paid through CSJ funding (AGAINST the application rules)

-----

### **Hiring for April 22nd / Early Summer Start**

Contract duration: April 22nd to Sept 5th

-we should ask about availability to start the week of April 22nd in the interview process (in addition to making this clear in the job posting)

-job posting should include interview dates/times

-job posting needs to include Employment Equity statement as outlined in [policy](#)

-discussion around implementation of Employment Equity in resume ranking and interviewing process

-job posting list should be expanded to include outreach areas outlined in CSJ funding application so it is already ready for future use

-in our CSJ application we indicated we would seek out priority students (government definition: "students with disabilities, Aboriginal students, students who are visible minorities")

-Jes: I would like to go back and email the job description to those we interviewed in Fall 2013 hiring round also

-Hiring Criteria philosophy: besides experience, we will also be prioritizing candidates who embody TSFC's values and already can hit the ground running // already have valid Food Handlers & First Aid Certification (though we will be able to pay for this training if needed)

## **Timeline:**

Monday March 31st - Hiring Committee creates job description by this date and sends to the rest of the board for review, along with suggested posting locations

Friday April 4th - Board formally approves Job Description

Friday April 4th - Job posted

Friday April 11th - Job posting closes

Weekend of April 12-13 - Reading and Ranking of Resumes

Monday April 14th - Hiring Committee Meeting to select interview candidates

April 14/15 - Scheduling of Interviews / Notification to candidates

Wednesday/Thursday April 16/17 - Interviews

Friday April 18th - Hiring Committee Meeting to make decision on candidate recommendation to the board

April 18-22nd - Board meeting to Formally hire recommended candidate

Tuesday April 22nd - Employee start date / training week begins

**ACTION: Vic to review previous job postings and share revisions within Hiring Committee prior to consulting board for further suggestions.**

**ACTION: Jes to find space to conduct interviews evenings of Wednesday April 16 & Thursday April 17. Cafe can be booked for April 16, another space is needed for April 17.**

**ACTION: Jes to review job posting locations list (adding in outreach areas in Canada Summer Jobs application) within Hiring Committee and then consult board for further suggestions**

**ACTION: Jes to review and share resume ranking matrix within Hiring Committee, and include suggested revisions to hiring criteria**

**ACTION: Jes to review and share previous interview questions within the Hiring Committee and include suggested revisions**