

This document contains Section 5 of the Constitution of Agora Café, and is intended for reference only.

SECTION 5 – DUTIES OF THE MANAGEMENT TEAM

The duties of the managers shall be, with additional duties as assigned by the General Manager:

a. General Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Oversees all managers as they carry out their responsibilities, ensuring cohesiveness and adequate communication among all parties.
- iii. Organizes and executes regular meetings with the Management Team, Advisory Committee and the Dean of the FLFS.
- iv. Reviews incident forms filed by external persons (i.e. non-volunteers) and follows-up as needed.
- v. Works with partners from other faculties and organizations on campus to promote Agora's philosophy of sustainable food production and food security.
- vi. Reviews all transition reports from managers at the end of each term.

b. Assistant General Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Assumes all duties of the General Manager in his/her absence or leaving of office.
- iii. Assists the General Manager and other members of the Executive Committee with their duties.
- iv. Coordinates and executes the volunteer Training Day workshop at the beginning of each semester.
- v. Compiles and finalizes the volunteer completion letters and certificates at the end of each semester.

c. Secretarial Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Takes the minutes of all meetings of the Management Team, Executive Committee and Advisory Committee.
- iii. Sends all meeting minutes to Web & Technology Manager to be made public.
- iv. Arranges the weekly management team meeting times and locations.
- v. Maintains the agora.eats@gmail.com email account, and responds to all correspondence in a professional and timely manner.
- vi. Creates contact lists for managers and volunteers at the beginning of each semester.
- vii. Organize and liaise with FoodSafe Instructor to set up FS level 1 and 2 sessions in each term.
- viii. Maintain and create a weekly newsletter to be sent out to volunteers on a weekly basis.

d. Finance Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Manages and maintains detailed records of all of Agora's financial affairs.
- iii. Shall be directly responsible to the FLFS Finance Manager for all financial transactions of the organization.
- iv. Presents a financial report to the FLFS Finance Manager and the Management Team at the end of each semester.
- v. Conducts the 'Finances' portion of each Training Day workshop.
- vi. Shall prepare all budgets of the Society, with assistance of the General Manager. The budgets are to be submitted to the FLFS Finance Director.
- vii. Shall assume full executive responsibilities of the Assistant General Manager in the absence of the General Manager.

e. Inventory Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Facilitates all communication with the Prep Shift Committee.
- iii. Coordinates and records all financial transactions between inventory suppliers and the Agora Finance Manager.
- iv. Takes inventory of all ingredients and supplies on a regular basis throughout the semester, and ensures everything is fully stocked.
- v. Purchases miscellaneous food items that are not provided through suppliers on a weekly basis.
- vi. Works with Finance Manager to make affordable and sustainable choices when purchasing inventory.

f. Human Resources Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Works with Web & Technology Manager to finalize the volunteer application form prior to each semester.
- iii. Reviews submitted volunteer application forms and completes scheduling of volunteers and exec committee.
- iv. Communicates with volunteers regarding scheduling changes, conflicts, attendance and other related inquiries, using the agora.eats.hr@gmail.com email address to respond in a timely manner.
- v. Reviews customer comment cards, informs monthly winner of their prize, and organizes comments (shares suggestions where applicable)
- vi. Conducts volunteer surveys at the end of each term and analyzes the data that comes from completed surveys to provide suggestions for future terms.
- vii. Ensures all volunteers have signed the volunteer contract and completed or submitted a copy of their food safety certification.
- viii. Conducts the 'Human Resources' portion of each Training Day workshop.

g. Brand and Development Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Creates advertisements, posters, signage, etc. as appropriate.
- iii. Represents Agora Café at external events such as Imagine UBC Day and faculty wellness expos.
- iv. Creates and distributes a semester Agora Café newsletter.
- v. Improves Agora's operations through researching, developing and implementing ideas from the Management Team.
- vi. Oversees the development of Agora's recipe binder and book.
- vii. Conducts the 'Supplies and Layout' portion of each Training Day workshop.

h. Web and Technology Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Posts minutes of all meetings such that all members of the organization can have free access to.
- iii. Maintains Agora's website and Facebook page on a weekly basis to keep volunteers informed.
- iv. Maintain Agora's Twitter and Instagram accounts regularly to keep the public informed.
- v. Works with Human Resources manager to format and upload the volunteer application form prior to the start of each semester.

i. Food Safety Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Updates and maintains Agora's cleaning schedules and temperature logs.
- iii. Ensures that the first-aid kit, hand soap, cleaning supplies and paper products are properly supplied in Agora.
- iv. Updates Agora's food safety instructions as needed at the beginning of each semester in accordance with current menu items and following Food Safe regulations.

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- v. Conducts the 'Food Safety' portion of each Training Day workshop.
- vi. Ensures that laundry in Agora (i.e. used cloths and aprons) is done as needed.

j. Prep Shift Manager

- i. Shall be a voting member of the Executive Committee.
- ii. Manages the scheduling of all prep shift leaders.
- iii. Coordinates communication between the Inventory Manager and the prep shift leaders.
- iv. Reviews all recipes for both semesters to ensure that ingredients follow seasonality trends.