

Soup Kitchen Manager: Hiring and Supervising the Student Cookbook Editor

Selecting a Candidate: Student Cookbook Editor

The candidate will be selected by a team of three individuals involved with the project: the Soup Kitchen Manager, the Food Bank Manager, and their supervisor, VP Graduate Affairs. Their decision will be moderated by the Secretary of Governance.

The successful candidate will have:

- Cooking experience (professional preferred, though a dedicated home cook will not be overlooked)
- Creative design skills (experience working with digital design a strong asset)
- Ability to work independently and unsupervised
- Status as a student of MSVU

This position will be compensated on the basis of stipend rather than hourly wages. The stipend breakdown, totaling \$3000, is as follows:

- June 30th - \$500
- December 31st - \$1500
- April 30th - \$1000

This position will be advertised immediately upon acceptance of the grant. The candidate will be selected by May 2025.

Supervisory Expectations

The Soup Kitchen Manager will be the primary supervisor for this student position. They will meet with the Student Cookbook Editor on a monthly basis to ensure that the project is being completed within the proposed timeline. This information will in turn be reported to VP Grad Affairs as part of the Soup Kitchen Manager's debriefs.

The Soup Kitchen Manager and Cookbook Editor will work together to produce a report on project progress at the six- and twelve-month marks as required by the President's Fund Special Project grant.

Student Cookbook Editor: Cookbook Development

The Student Cookbook Editor is expected to spend no more than 5 hours a week on their duties throughout the duration of the project. This is in keeping with the allocation of their stipend.

The Student Cookbook Editor will meet with the Soup Kitchen Manager on a monthly basis to provide updates on progress. A report will be written by the Student Cookbook Editor and Soup Kitchen Manager at the six- and twelve-month mark as required by the President's Fund Special Project grant.

Recipe submission

Recipe submission will begin in May and run until June 30th. The Student Cookbook Editor will use a combination of email, social media, and paper flyering to advertise for recipe submission. Calls for submissions will be shared with the International Education Centre, the Office of Student Experience, and MSVUSU.

Students submitting recipes will be asked to provide their name, student email and number, and the country or region of origin for their submitted recipe.

Recipes should fit into one of the following categories:

- Breakfast items
- Snacks and appetizers
- Sides and entrees
- Main courses (lunch and dinner)
- Desserts and baked goods

Recipe Testing and Selection

Received recipes will be checked on the following criteria before testing:

- Recipe should not come directly from an online source
- No duplicate recipes will be accepted
- Recipe must include:
 - Ingredients
 - Directions
 - Measurements (as specific as possible)
 - Approximate yield

Recipes will be pared down to approximately 5-10 recipes in each category for a total of 35 recipes. Students whose recipes are chosen will receive a \$20 grocery gift card and a free copy of the Student Cookbook.

Testing will take place from July 1st – December 31st.

Cookbook Compilation and Completion

Recipes will be formatted to fit into a 20 page half-size booklet. Each recipe should take up no more than one page to ensure all recipes fit in the allotted space.

The editor will also provide a statement to preface the cookbook which references the funding which made the project possible, as well as any other collaborations across campus and student union services.

The cookbook cover should include the following:

- The Title “A Taste of Home: MSVU Student Cookbook 2025-26”
- The MSVUSU Logo
- An editor byline

Books will be printed by the MSVU print shop under the following parameters:

- Glue binding
- 8.5x5.5 pages
- Glossy cover
- 100 copies

Publication and Reception

Upon completion, the Student Cookbook Editor will be responsible for organizing a launch party. The entire university community will be welcome, and cookbook contributors will be guests of honour. These students will be awarded a \$20 gift certificate for their contributions, as well as a free copy of the cookbook.

The remainder of the cookbooks will remain available by donation to the Student Union with a suggested donation of \$5.