• **Semester/Year:** Fall 2009
• **Title:** HWS Goes Green Dining Services Coordinator
• **Dept.:** Finance
• **Job Location:** Coxe Hall
• **Job Supervisor:** James Landi
• **Supervisor Title:** Sustainability Coordinator
• **Other Timesheet Designee:** Pete Polinak or Tom Drennen
• **Designee Title:** Vice President of Finance - Professor of Economics
• **Office Location:** Coxe Hall - Stern Hall
• **E-mail:** Landi@hws.edu
• **phone:** 315-781-4442
• **New Position?:** Yes
• **Suggested Wage:** $7.40
• **Job Description:** The HWS Goes Green Dining Services Coordinator will be responsible of working between the HWS Goes Green Program and Dining Services to help HWS Dining Services reduce their impact on the environment.
• **Job Requirements:** Verify that current HWS Goes Green Practices and Policies in dining services are working as expected. Organize Trayless Tuesdays by recruiting volunteers and keeping Trayless records. Must check email at least once per day.
• **Special Skills:**
  o Communication
  o organization
  o organizing logistics and volunteers
  o general flexibility
• **Application Details:** Recommendation (preferably from faculty or staff/coach from the Colleges) and interview will follow.
• **Budget Details:**
  o Hour weekly meeting depending on availability and expected 3-5 hours additional work. Dates and time of work are flexible.
• **Total Students Requested:** 1
• **Start Date:** September 7, 2009
• **End Date:** December 15, 2009