

Loaded Ladle Hiring Policy

Preamble/Purpose:

The Loaded Ladle integrates paid staff into its structure in order to make sure that day-to-day work runs smoothly and consistently and to free up Board Members' time for planning and oversight. The Loaded Ladle acknowledges the challenges inherent in an environment where paid and unpaid labourers work together.

Employment Equity

The Loaded Ladle commits itself to an equity-based approach to hiring, which incorporates an awareness of systemic oppression. We recognize that the public face of the broader food justice movement in North America is predominantly white and privileged. We also recognize that the people most affected in the struggle for food sovereignty are people from historically marginalized groups.

For these reasons, The Loaded Ladle believes that employment equity is a necessary practice to challenge some of these injustices.

The Loaded Ladle has created this hiring policy as a proactive measure to prioritize hiring people from historically marginalized groups. A non-comprehensive list of these groups includes Indigenous people, women, people of colour, Black Nova Scotians, Inuit and Métis people, Acadians, lesbian, bisexual, gay, two spirit, transgender, transsexual, queer and intersex people, people with disabilities, and working class people. This policy seeks to act as an extension of the Loaded Ladle's Anti-Oppression Mandate.

The Loaded Ladle will not require people to specifically request to be considered under employment equity. It is our responsibility as an organization to prioritize applications from anyone who identifies as being from a historically marginalized group.

Privacy and Discretion

A hiring committee approved by the board or the Human Interactions committee will make decisions regarding staff. Other Loaded Ladle members are not invited to these meetings as all information is confidential. The Hiring Committee shall be composed of at least three members, two of which need to be board members. The following member shall be a staff member. Exceptions to this guideline would be determined by consensus among the board and staff.

Resumes should be sent to a Loaded Ladle email account or to the personal email of a member of the hiring committee, not the Ladle Board list.

The Hiring Committee shall be committed to the tasks of developing and distributing the job posting, receiving applications, reviewing applications, selecting candidates for interviews, conducting interviews with the selected candidates, and providing a recommendation to the Board of who to hire.

Job Postings:

In recognition of the fact that some qualifications typically listed in a job description might be unavailable or inaccessible to people from marginalized communities, the Loaded Ladle will clearly describe the minimum requirements for the job, and distinguish these from any assets that are also listed. The job description should also note the qualifications for which we can provide training (ie. Food Safe Certification). Any qualifications that the Loaded Ladle has the capacity to offer training for should be considered an asset and not a basic requirement.

A job posting will be created that describes the length of the position, number of hours (if applicable), tasks to be performed, qualifications, contact information, and application deadline. The job posting must specify which qualifications are required and which are assets. The job posting should ask applicants to identify if they feel they come from a marginalized group or under-represented community and wish to be considered for employment equity. Applicants who self-identify this way are automatically considered for employment equity, whether or not their request is explicit.

Experience as a board member or volunteer at the Ladle is not required to become a staff member; requirements in job postings should reflect that.

Conflict of Interest: Current board members may not apply for Staff positions.

Jobs will be posted for at least 10 working days.

The Loaded Ladle will circulate all job opportunities through a variety of channels in order to reach a broad audience. This includes posting job opportunities in communities and organizations, on and off campus, that represent and/or service marginalized communities. This includes, but is not limited to, anti-poverty groups, working class communities, women's groups, Indigenous communities, churches and other places of worship, and cultural centres. Some examples are the Black Student Advising Centre at Dal and SMU, South House, SMU Women's Centre, Transition Year Program, Dal-Out, Indigenous Student Centre, and the Black

Students' Network. Similarly, job opportunities will be posted to all relevant listservs.

Short-Listing The Hiring committee will review the applications and select applicants that they want to interview based on criteria in the job posting and the needs of the Loaded Ladle.

The hiring committee will commit to including applicants in the shortlist of candidates who have asked to be considered for employment equity as per Loaded Ladle's commitment to recognizing skills and qualifications outside formalized channels. The Ladle will also prioritize applicants who meet basic requirements who also self-identified as being a member of a marginalized group, regardless of whether they have requested to be reviewed under employment equity.

Short listing will follow the following procedure:

First step: Determine who meets the basic requirements of the job. This is the first shortlist.

Second step: From this above group of applicants who meet the basic requirements, determine who is eligible under employment equity; ie. identifies as part of a marginalized group. (Some applicants may not specifically request EE but may still be eligible, and these applicants are included in this group). This is the second shortlist.

Third step: The committee will decide how many interviews they feel they need to conduct to make a decision. Generally a committee will interview between 3-6 people, depending on the position and the number of qualified applicants.

Fourth step: If there are more applicants in the second shortlist than the number of interviews the committee will be conducting, then they will look at the assets of the applicants in this group and interview those who seem most qualified.

Fifth step: If there are not as many people in the second shortlist as there will be interview spots, then the hiring committee will look at the applications from people who are not eligible for EE and base their decision on both the basic requirements and the assets or other skills/qualifications that they can bring.

Interview process

In addition to the date, time and location of an interview, all candidates contacted for an interview shall be given information on the approximate length of the interview and information of the accessibility of the interview location. Each applicant will be asked if there are any accommodations to the above that can make the interview process more accessible to

their abilities.

Before the interviews, the hiring committee should look over the questions and highlight any words or concepts that may be inaccessible. The concepts, with definitions, should be provided to the candidates a minimum of 24 hours before their interview. As well the themes or types of questions that will be asked will be sent to the candidates beforehand so they can prepare themselves.

All interviews shall include questions to the candidate about their understanding of anti-oppression, social and environmental justice, and how this relates to their lives. A brief statement of the Loaded Ladle's mandate shall precede these questions. The following is a sample question: "How do the dynamics of power and privilege show up in the workplace? What would you keep in mind when there are members of marginalized communities participating in the community kitchen?"

During the interview the hiring committee may also ask questions relating to the applicant's resume and job volunteer experiences.

These questions should be structured in a way that highlights the applicant's strengths and pulls out information or skills that wouldn't come up in a structured formal interview.

Hiring Process

The hiring committee will share duties of note-taking and asking questions. The committee will discuss each interview after it happens, and have a wrap-up discussion when all interviews have been completed.

The committee will take into consideration intersectionality and how overlapping identities may make a person's ability to navigate the system harder (e.g. the visibility of one's identity). This will be taken into consideration during the shortlisting, as well as overall hiring.

Along with how thoughtfully applicants answered the questions; the hiring decision will be based on the applicants' qualifications as well as their willingness to learn, experience with working collectively, alignment with anti-oppressive values, and whatever characteristics have been named by the hiring committee as important.

The hiring committee will document the selection process in writing, and this documentation can be referred to if there are any concerns with the hiring process as per the anti-oppression framework of the Loaded Ladle.

The hiring committee will strive to have as expedient a process as possible. A decision should be made within two to three (2-3) weeks of the closing date for applications.

Hiring committees should, whenever possible, avoid doing second interviews. However, it is recognized that sometimes, in order to make a good and accountable decision, this may be necessary.

If a candidate has volunteered with the Ladle, the volunteer coordinator or relevant staff or board member will be consulted about this candidate.

The board shall receive resumes & cover letters for the candidates who were interviewed and a short report from the hiring committee so that the board can make an informed decision about the hiring committee's proposed hire. At this point if any board or staff members have concerns about a candidate, they can let the hiring committee know.

This report shall name the hiring committee's candidate of choice and shall defend the committee's choice by detailing how the candidate is best suited for the position according to employment equity, job criteria, skills and experience.

Follow-up

All resumes and hiring notes will be sent to confidential recycling for shredding within 2 weeks of the end of the hiring process, and digital copies will be deleted permanently from the Loaded Ladle and individual's email, cloud storage, drive, and any other storage devices.

There will be follow-up with all candidates who were interviewed, promptly after a decision is made. The candidates are free to ask questions about the decision-making process with regards to their own evaluation in relation to this policy.

Communication of Policy: The Hiring Policy shall be made available to any and all job candidates who request it.

The policy shall also be available to the membership in the Ladle's operations manual and on the Ladle's website.

The Board shall be responsible for ensuring the Hiring Committee follows the procedure as laid out above; the Hiring Committee shall report to the Board throughout the hiring process.