

Howard Community College Work-study Job Description

Job Number:	242
Job Title:	Food Pantry Assistant
Department Name:	Wellness Center
Supervisor Name:	Tara Rupp
Supervisor Phone #:	443-518-4950
Supervisor Email:	trupp@howardcc.edu
Employer Address:	Wellness Center CL 178, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work (If Different from Above):	In-person

Job Description and Responsibilities (include job purpose):	<p>The Food Pantry Assistant will:</p> <ul style="list-style-type: none"> • Maintain an attractive and organized Food Pantry using the evidencedbase SWAP program • Participate in staff meetings and in-service training • Receive, store, and stock food and toiletry supplies • Have knowledge and responsibility for proper storage of fresh produce, breads, meats, and meal kits. • Check all perishable items expiration dates and disposes it in an environmentally sound manner. • Maintain attendance records, sign-in sheets, and tracks data on number of students utilizing the pantry every month • Be responsible for collecting new forms from students as required by the Maryland Food Bank • Provide all required information for weekly/monthly/quarterly/annual reports • Unpack food and non-food items; Retrieve items from campus food bins (RCF Hall, Student Activities Building and Hickory Ridge Building) as needed • Make suggestions and recommendations to pantry patrons such as recipes and healthy food options • Have extensive knowledge of basic needs services and can refer students to additional campus and community resources • Some lifting up to 25 lbs., bending, and using the step ladder to put donations on the shelves. • Maintains regular contact and communication with the Wellness Center and Associate Director of Student Wellness • Works under the direct supervision of the Associate Director of Student Wellness • Creates promotional materials such as labels, signs, and posters • Makes recommendations for various food and non-food items to replenish stock
Qualifications / Experience Required:	<p>Other Qualifications include:</p> <ul style="list-style-type: none"> • Knowledge of Microsoft Office (Excel, Word, PowerPoint, and Publisher) and web browsers • Excellent writing and verbal communication skills • Detailed oriented and the ability to multitask • Organizational skills • Exercising tact and discretion in handling confidential matters • Ability to work as part of team (or work independently) • Integrity, punctuality and dependability <p>Preferences: At least 1 year of experience within an office environment or other similar setting.</p>

Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)