



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: NH00047	
JOB TITLE: Food Bank Assistant	College Work Study Position
DEPARTMENT: Food Bank	PAY: 8.74 per/hr.
CAMPUS: LSC-North Harris	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will serve to assist the Campus Food Pantry with maintenance and daily operations. Daily tasks will include restocking pantry items, sorting and distributing non-perishable food (i.e. canned goods, dry goods) and hygiene products. Will also provide administrative support such as assisting with special events, marketing efforts; collaborating with volunteers during food distribution, tracking donated items, and providing resources to pantry visitors. Required to provide high level information. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Check out equipment
14. Event preparation and support
15. Prepare reports
16. Collect and record data
17. Maintain knowledge of multiple programs
18. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
19. Guided tours
20. Interpret regulations and policies
21. Build relationships by engaging in tactful, positive, and cultural-sensitive dialogue with food pantry visitors
22. Assist with pantry social media accounts and software
23. Communicate effectively with students, college employees and community members

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools