



Work Study Job Description Thunder Food Pantry

2101 14th St., Cloquet, MN 55720

Location: Thunder Food Pantry

Name and Classification of Position: Food Pantry Assistant

Supervisor: Ashley Tegels

Rate of Pay and Expected Hours of Work: \$13.00/hour, 10-29 hours per week*
Est. 10 hrs/wk

Eligibility: Must be enrolled in 6 credits

Purpose and Role of Job within the College:

The Thunder Food Pantry exists to provide food to students who are in need of food assistance. Food Pantry Assistants create a welcoming, friendly, and professional environment for all food pantry users.

Duties and Responsibilities:

Including but not limited to: support the mission of the pantry, complete all necessary training, follow basic food safety guidelines, protect the confidentiality of pantry users, be familiar with all pantry policies and procedures, help check in students with their student id at every visit, log the amount of food taken by each student on the Food Pantry check in, sort through food items, evaluate their fitness, and discard expired food, and assist with unloading food deliveries (once per month).

Qualifications and Required Skills:

- Strong customer service skills
- Good attention to detail
- Able to work independently
- Basic computer skills

Specific Qualifications for Higher Job Classification:

n/a

Learning Objectives:

- Time Management/Organizational Skills
- Technical Skills
- Professionalism and Customer Service
- Work Ethic
- Team Work
- Communication Skills

After checking with the financial aid office for eligibility, interested students should email Ashley Tegels at Ashley.tegels@fdltcc.edu and provide:

- Your Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.