Work Study Job Description
Bruce Carlson Food Pantry

Location: Bruce Carlson Food Pantry

Name and Classification of Position: Food Pantry Assistant

Supervisor: Ashley Tegels

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. 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.

Purpose and Role of Job within the College:
The Bruce Carlson 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 procedure, help check in student with their student ID at every visit, log the amount to food taken by each student on the Food Pantry check in, sort through food items, evaluate their fitness, and discard expired food, participate in pantry trainings, participate in the campus Hunger Free Campus meetings, and assist with unloading food deliveries (once per month).

Qualifications and Required Skills:
- Strong customer service skills
- Good attention t detail
- Able to work independently
- Basic computer skills

Learning Objectives:
- Time management/organizational skills
- Technical skills
- Professionalism and customer service
- Work ethic
- Teamwork
- Communication skills

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

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