

# JOB DESCRIPTION

<b>POSITION:</b>	Student Cupboard Operations Assistant
<b>REPORTS TO:</b>	Food Security Project Coordinator
<b>BASIC FUNCTION:</b>	Responsible for the daily operations of the Student Cupboard
<b>HOURS:</b>	Approximately 15-20 hours per week
<b>COMPENSATION:</b>	\$10/hour
<b>START DATE:</b>	Early July 2015
<b>DEADLINE TO APPLY:</b>	July 6, 2015

In November 2014, Fresno State adopted a multi-initiative program called the **Food Security Project**. One of the initiatives was to create a free food and hygiene pantry for current Fresno State students. This food pantry became the Student Cupboard and serves 800+ students each month. As the Student Cupboard and Food Security Project continue to grow, we are looking to expand our staffing and our hours for the fall semester.

## **WORK HOURS:**

The Student Cupboard is currently open 14 hours a week. We will be expanding to 30 hours a week in the fall semester.

While our operational hours are not set for the fall semester, we do know that we are looking for a student who has Tuesday/Thursday availability between 9 a.m. to 2 p.m.

***Please be sure to include a copy of your class schedule with the application, and block off any times for any other time commitments.***

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides for a clean, safe and efficient operation of the Student Cupboard
- Distributes food to students in need
- Refers students to Project Coordinator for additional resources as needed
- Processes food donations and stocks Student Cupboard shelves
- Determines food/hygiene inventory requirements and reports to Project Coordinator
- Picks up donations from food drives as needed
- Supervises Student Cupboard volunteers which includes training and providing for duties

## **QUALIFICATIONS:**

- Must be a current Fresno State student with a minimum GPA of 3.0
- Must possess valid driver's license
- Excellent organizational and communication skills, and attention to detail
- Ability to multi-task and meet deadlines
- Ability to lift up to 30 lbs.

# JOB APPLICATION

Please complete the following application and submit with your **resume, cover letter and schedule of availability** to Jessica Medina in **Joyal 274. Deadline to apply is July 6, 2015**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fresno State Email: \_\_\_\_\_@mail.fresnostate.edu

Major(s) \_\_\_\_\_

\_\_\_\_ Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_ Graduate

Campus GPA \_\_\_\_\_ Total GPA \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Do you have work study? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ I don't know

**On a separate piece of paper, please answer the following questions:**

1. Please explain your interest in this job and why you would be a good fit.
2. Using a food pantry is often hard for a student to do for the first time. Please explain your process of making them feel comfortable on their first visit.
3. Please list other skills that you obtain that may be useful to this position.

## References:

Please provide 2 references that may be contacting regarding your work ethic. Please include name and contact information-email and/or phone

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I certify that the information given on this application is accurate to the best of my knowledge and that the references listed may be contacted. I further understand that upon acceptance of this position, I will be required to provide identification for employment eligibility as stipulated by the Immigration Reform and Control Act of 1986.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**