

JOB DESCRIPTION

- POSITION:** Student Cupboard Operations Assistant
- REPORTS TO:** Food Security Project Coordinator
- BASIC FUNCTION:** Responsible for the day-to-day operations of the Student Cupboard
- HOURS:** 15-20 hours per week
- COMPENSATION:** \$10/hour
- START DATE:** Week of January 11, 2016 (*exact date to be determined*)

The Fresno State Student Cupboard is a free food and hygiene pantry as a part of the Food Security Project. We are currently looking for a two additional operations assistants who will be responsible for the everyday functions of the Student Cupboard.

Availability we are looking for includes: Monday/Wednesday/Friday 12-5, Tuesday/Thursday 9-6

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides for the clean, safe and efficient operation of the Student Cupboard
- Distributes food to students in need
- Refers students to Coordinator for additional resources as needed
- Keeps Student Cupboard shelves stocked during distribution hours
- Picks up donations from food drives as needed and maintains accurate records of donations
- Supervises Student Cupboard volunteers which includes training, planning and providing for duties
- Cleaning duties including taking out trash, sweeping, mopping and cleaning shelves
- Provides a comfortable, welcoming atmosphere while maintaining confidentiality of students utilizing the Student Cupboard

QUALIFICATIONS:

- Must be a current Fresno State graduate student
- Minimum GPA of 3.0
- Must possess valid driver's license
- Excellent organizational and communication skills, and attention to detail
- Strong computer skills
- Ability to multi-task and meet deadlines
- Ability to lift up to 30 lbs.
- Self-starter and ability to work well without supervision

APPLICATION DUE JANUARY 8, 2016

JOB APPLICATION

Please complete the following application and submit with your **resume, cover letter and schedule of availability** to Jessica Medina in Industrial Technology, Room 144.

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 _____

Please explain your interest in this job and why you would be a good fit (*use additional paper if necessary*)

Please list other skills that you obtain that may be useful to this position.

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

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