

Work Study Job

Job Title:	Food Pantry & Office Assistant	Department:	Student Life
Hourly Rate:		Supervisor:	Monica Lundberg

Job Description

Role and Responsibilities

Assist with the operations of the campus Food Pantry- welcome/greet students and check-in, stock shelves, promote food pantry operations to students. Some lifting and moving boxes, groceries. Possibly drive school van to pick up food (2 years of driving experience required).

Also assist with office needs (filing, computer work, creating flyers) and assist at campus events.

Educational Benefits

Training provided. Learn about food insecurity and how to advocate for student needs.

Preferred Skills

Excellent communication and customer service skills (written and public speaking) to make class announcements and conduct outreach.

Demonstrated commitment and ability to communicate and interact effectively with a diverse multicultural community.

Prefer to be available between 11 am – 2 pm Monday through Thursday, but may be flexible.

Applications Accepted By:

Email:

Monica.lundberg@seattlecolleges.edu
Subject Line: Work for our campus Food Pantry

Mail:

South Seattle College
JMB Student Center
6000 16th Ave SW
Seattle WA, 98106

Phone:

206 934 6750

Supervisor: Email the completed form to: Kristi.white@seattlecolleges.edu

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