

POSITION ANNOUNCEMENT – PART-TIME FOOD PANTRY ASSISTANT

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 11,000 students. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers. The purpose of this position is to acquire a qualified Food Pantry Assistant to help the Office of Student Life meet its' goal of serving students that are food insecure by providing free food. A successful Food Pantry Assistant must be a self-motivated learner, efficient problem solver, and have the ability to provide care and supportive services to all students.

Position details

Reporting to the Assistant Director of Student Life/CSI Food Pantry Coordinator, the Food Pantry Assistant:

- Assists the coordinator in managing the day-to-day operations of the CSI Food Pantry location, which includes bagging food items, distribution of bagged food to students, receiving and organizing deliveries, and restocking and organizing the shelves;
- Provides administrative assistance with record-keeping, reporting, and planning, as well as management of documents and paperwork, including food inventory, deliveries and donations, and student sign-in log sheets;
- Has responsibility for maintaining food pantry policies and procedures developed by the Food Pantry Coordinator, including following any and all food safety and storage procedures;
- Provides a clean, safe, and efficient operation of the Food Pantry;
- Fosters a positive work environment of outstanding teamwork, mutual respect and effective communication;
- Prepares and submits weekly reports regarding supplies necessary for basic operations;
- Answers questions from customers about campus directions, activities, college services/offices and general college knowledge, and, most importantly, connecting them to other essential support services as needed;
- Provides training, support, and guidance to other staff assisting with the Food Pantry, including Work Study students and Social Work Interns, ensuring safe and efficient operation of the Pantry and effective communications among all staff;
- Is able to maintain confidentiality;
- Assists the Coordinator on all outreach events for the Food Pantry Program, including Food Drives and other seasonal events;
- Completes additional projects assigned by the Food Pantry Coordinator.

Minimum qualifications

- Must demonstrate sufficient skills to perform the duties of the assigned tasks, in particular strength in both customer service and organizational skills.
- Previous experience working in retail, specifically a food store or food pantry, is a plus;
- Ability to bend, stand, and lift at least 50 lbs. frequently;
- High School Diploma/GED.

Other qualifications

- Ability to work as member of a team;
- Ability to take initiative when necessary;
- Willingness to learn;

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

COMPENSATION

\$19.00 per hour, approximately 20-24 hours per week.

This position is not a city job. It is funded with student activity fees and is a position as an employee of The College of Staten Island Association, Inc. which is a not-for-profit corporation related to the College of Staten Island. Equal Opportunity employment – AA/ADA Employer.

TO APPLY:

Respond with your resume and the names and contact information for three references to Association@csi.cuny.edu. No phone calls. Resumes will be reviewed until the position is filled.

As part of our commitment to affirmative action and as an equal opportunity employer, we are collecting data about our applicant pool. In this regard, we are asking that you consider completing a survey which you can access by copying and pasting the following link into your browser.

<https://docs.google.com/forms/d/1QWhY4I1trvEVe1JEZxMuQHBYpqLqcUp4w8jh4LVmV8U/edit>

Please note that participation in this survey is 100% voluntary. The information you provide will be kept confidential and will have no impact on your application for this position.