A Team Food Pantry Coordinator

Position Summary: The Food Pantry Coordinator is responsible for overseeing the daily operations of the ASI-Sac State food pantry throughout the year with duties including, but not limited to maintaining inventory, assisting customers, performing food bank pick-ups, and supervising volunteers.

Start Date: July 2015
Time Base: Part-time, up to 20 hours per week
Application Deadline: Open until position is filled
Compensation: $9.75 per hour

ESSENTIAL DUTIES & RESPONSIBILITIES
- Facilitate and oversee regular operations of the food pantry.
- Greet and assist students who utilize the food pantry.
- Use One Card system to verify eligibility according to the guidelines.
- Maintain high level of confidentiality and respect for pantry visitors.
- Assist clients with item selection.
- Prepare and submit food orders to county food bank(s).
- Pick up and transport food from food bank(s) to Sacramento State.
- Monitor and maintain inventory.
- Supervise volunteer activities.
- Collaborate with A-Team Community Services Event Coordinator to create spring food drive and other food solicitation events throughout the year.
- Other duties as assigned.

CORE COMPETENCIES
- Support the mission of ASI-Sac State Food Pantry
- Exceptional customer service skills
- Experience in leadership or management
- Strong oral and written communication skills
- Strong organizational skills
- Work collaboratively with a diverse student population, ASI programs and on campus departments

MINIMUM QUALIFICATIONS
- Currently enrolled Sac State student
- Experience on windows-based personal computers using Microsoft Word, Excel, Outlook, Publisher and Power point
- Ability to multi-task and manage time effectively
- Ability to lift, move and/or carry up to 50 pounds

PREFERRED QUALIFICATIONS
- Valid driver’s license and mode of transportation
- Meet ASI driver’s criteria

By mail
Associated Students
Attn: Gennifer Gonzales
6000 J Street
Sacramento, CA 95819-6011

By Fax
Attn: Gennifer Gonzales
916-278-6287

In Person
ASI
Attn: Gennifer Gonzales
3rd floor University Union

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