



MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE

School Year Work Study Position

August through May

Wages: Bi-weekly

1. On-Campus Department: Social Work / Campus Cupboard Food Pantry
2. Supervisor: Tyler Strand & Lori Hinrichs
3. Phone Number: 218-299-6839 (Tyler) and 218-846-3687 (Lori)
4. Location: Detroit Lakes, Fergus Falls, Moorhead and Wadena campus
5. Number of Hours per Week:

Up to 10 hours per week based on funds available and student eligibility.

6. **Job Description and Qualifications:** Looking for any students excited about making a difference on campus! The Food Pantry Assistant provides support to overall operation of the campus cupboard. They stock and inventory food/supply items. Also assist students visiting the pantry by explaining process and informing about handouts available for community/campus resources, offering grocery bags and answering general questions. This position is ideal for anyone considering a career in public service or looking for ways to give back to their community.

Duties include:

- Supporting operations and overall mission of campus cupboard food pantry. Greeting students that visit campus cupboard, offer any support with selecting items.
- Replenishing food/supply items to keep items stocked on shelves and in refrigerator/freezer.
- Maintaining a clean and inviting campus cupboard space for students to access. Wiping down counter space, shelving, inside fridge & freezer space.
- Working with campus cupboard coordinator to communicate inventory needs, recommendations.
- Collect donations from the campus community.

- Must be able to work independently and represent the M State Campus Cupboard in a professional manner.
- Provide training/orientation of campus cupboard operations to volunteers interested in helping support the Campus Cupboard.
- Must be able to lift boxes, canned items, and packages up to 25 lbs.

7. Student Outcomes:

- Develop organizational skills.
- Develop understanding of community/campus resources that support student basic needs.
- Enhance written and oral communication skills.

Shifts available:

Shifts range Monday through Friday. Day and time varies upon campus cupboard hours of operation. Please contact M State Financial Aid office to apply.

