

UC Campus Food Pantry Student Assistant

Department: UW-Whitewater Campus Food Pantry

Location: UW-Whitewater's White Hall on West Starin Road: Will be moving to Drumlin Hall

Reports to: Fabiola Aranda – HawkCard Office Asst. Manager/Campus Food Pantry Coordinator

Hours per week: Approximately 6-10

Starting Wage: \$8.25 per hour

High Impact Practice - By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The UC Campus Food Pantry Student Assistant provides support to the UW-Whitewater Campus Food Pantry, helping their mission in providing food to students in financial need. This position serves as a staff member for the UW-Whitewater Campus Food Pantry, working directly with students and clients while creating a positive and confidential environment. This position also provides opportunities to improve and market the Campus Food Pantry.

It is preferred to be available during the Campus Food Pantry's open hours (UWW academic semesters, Tuesdays and Wednesdays, 2:00 PM to 5:00 PM), but not required. Work schedules may be based on availability around class schedules.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Manages, maintains, and stocks inventory of food and hygiene supplies/donations
- Tracks supply quantities, expiration dates, and shortages
- Tracks supplies given out to clients
- Analyzes information and statistics on clients
- Manages email, social media, and marketing aspects of the UW-Whitewater Campus Food Pantry
- Schedules and manages volunteers
- Demonstrates good time management by arriving to work on time

Personal and Social Responsibility

- Maintains confidentiality with student/client information
- Maintains excellent customer service
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service.
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say "Thank You" and "You're Welcome"*

Integrative and Applied Learning

- Attends regular UW-Whitewater Campus Food Pantry staff meetings
- Develops new ideas to promote the UW-Whitewater Campus Food Pantry
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Practices sensitivity to the needs of a diverse clientele
- Interacts with volunteers and clients in a respectful manner
- Works collaboratively with UC departments

Minimum Qualifications

- Must be a registered UW-Whitewater student
- Must maintain a minimum 2.0 cumulative GPA
- Proficient in Microsoft Excel
- Ability to work both independently and collaboratively with other UW-Whitewater Campus Food Pantry Associates and volunteers

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/ affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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