



OPENING FOR
ASI CARE COORDINATOR (Campus Food Pantry)
BRONCO STUDENT CENTER

ANTICIPATED HIRING RANGE: \$45,000 - \$50,000

This is an hourly, non-exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.

THE POSITION

Under the general supervision of the Director of the Bronco Student Center, the **ASI Care Coordinator** is responsible for the day-to-day operations, development and implementation of the ASI food pantry. The food pantry is a program of Associated Students, Inc. and is located in the Bronco Student Center on the Cal Poly Pomona campus. The food pantry is funded by student fees and established to meet students' needs to help them be successful in their academic pursuits. The Coordinator will also work collaboratively with University staff to coordinate a comprehensive campus model to address many facets of students' basic needs on campus.

Established in 1963, Associated Students, Inc. is a non-profit corporation guided by the ASI Student Senate and managed by full-time professional staff. ASI is considered to be a part of the Division of Student Affairs on campus and serves the entire population of 25,000 students by providing opportunities for student engagement, student employment, and services such as the Children's Center, recreation center and the student union.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish a service philosophy and approach to working with students in need, student staff and volunteers in the food pantry
- Establish all operating protocols of the pantry and oversee the daily operations of the pantry
- Create an annual programming agenda to inform, educate and develop life skills for students on campus
- Develop an array of marketing materials, including web and social media outlets, to promote the food pantry and other programs to the student population
- Supervise and train student staff to oversee the pantry operations and programming
- Recruit, train and supervise volunteers to support the program goals of the pantry
- Develop campus and community partnerships to support the provision of basic needs to students
- Research and develop community support through grants and fundraising opportunities
- Meet with off-campus food donors and food banks and establish agreements for a sustainable supply of non-perishable and perishable food for the pantry
- Create and provide informational presentations to faculty and staff about the services available, in partnership with the campus Care Coordinators
- Ensure policies, regulations and safety procedures are in compliance with ASI, CSU and State regulations
- Serve on campus-wide and CSU committees in support of the CSU Basic Needs Initiative
- Coach other ASI managers in working with ASI student staff and student leaders with regards to basic needs, and student success resources
- Collaborate with University staff in supporting basic needs on campus through programming, outreach and workshops
- Provide students in need with support through referrals to University and external resources
- Assess and evaluate the hours, staffing, budget needs, and utilization of the pantry effectiveness and develop regular reports for ASI and the University as requested
- Research current trends to address basic needs on a college campus
- Perform other duties as assigned

QUALIFICATIONS

- Equivalent to a four-year degree from an accredited college required. Masters preferred
- Minimum two years' experience in a student union, student affairs, college counseling, social work or college advising related position
- Experience working in a food pantry or in food distribution or retail operation preferred
- Minimum one year supervisory/lead experience preferred
- Current and valid food handlers permit preferred or ability to attain one within three months
- Demonstrated experience with learning outcomes assessment preferred
- Knowledge of and skills in budgeting, risk management, fiscal management and reporting
- Demonstrated ability to achieve assigned objectives within budget and identified time frame
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community Knowledge of and commitment to the principles of student development
- Ability to motivate and work closely with students
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Must possess ability to work in a fast-paced and dynamic environment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to satisfactorily complete a background check (including a criminal records check)

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 35 pounds.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

SYSTEM-WIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

APPLICATION PROCEDURE

A cover letter, job application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 979-5546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.