



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>ASI Care Student Assistant</b>
<b>Department:</b>	Poly Pantry
<b>Hourly Rate:</b>	\$12.00 – \$13.00
<b>Posting Date:</b>	August 28, 2019
<b>Work Hours:</b>	10-20 hours per week; shifts based on operational need of the organization

### Position Definition

Under the direct supervision from the ASI Care Coordinator, the ASI Care Student Assistant performs routine tasks in support of the Poly Pantry's daily operations, including providing quality customer service, stocking the pantry, managing open hours, promoting the pantry programs and services, maintaining inventory, and a clean environment for the shoppers. The ASI Care Student Assistant may also assist in planning and implementing programs to educate and inform students about food safety, health, diet, and shopping on a budget.

The Poly Pantry serves to provide access to food and basic necessities, by connecting students impacted by food insecurity, to campus and community-based resources, thereby maximizing student success.

### Essential Duties

#### Operations

- Maintain utilization records of shoppers in the Poly Pantry including scanning IDs, processing donations, performing data entry
- Maintain food inventory, quality control, and rotation of food supply in accordance with policies and procedures
- Keep space and storage area clean and organized, including wiping down shelving and refrigerators, organizing, stocking, and quality control and pest inspections
- Manage crowd control during busy times in the Pantry
- Track student usage, eligibility requirements and inventory management for reporting purposes

#### Customer Support

- Provide quality and consistent customer service to all patrons of the Poly Pantry and provide additional resources and information to assist students in addressing their needs
- Maintain a caring, respectful, and inclusive environment for all visitors to the Poly Pantry
- Maintain positive and professional working relationships with external agencies, within ASI, and with the campus community including students, staff and alumni
- Present a professional appearance and positive attitude

#### Outreach

- Assess the needs of the students at large as it relates to programs and services
- Remain current and knowledgeable of services and resources available on and off campus, such as free food at upcoming events and programs
- Refer students to additional resources available through the Broncos Care Basic Needs Program and the Integrated Care Network on campus
- Assist in the planning and execution of programs and events related to food insecurity and student health

#### General

- Attend staff meetings and all required trainings as scheduled
- Perform other related duties as assigned

### Qualifications

- Demonstrated ability to provide friendly and pleasant customer-oriented service and maintain a professional work conduct
- Three months of customer service experience preferred
- Demonstrated ability to maintain confidentiality with diplomacy and in a professional demeanor
- Ability to adhere to work rules, follow routine verbal and written instructions, use time effectively and work productively with general supervision
- Strong interpersonal and networking skills
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Strong conflict resolution skills
- Ability to perform research through a variety of methods including the internet
- Must be safely able to stand, lift and carry 25-35lbs
- Demonstrated ability to work with a diverse student population and campus community
- Knowledge of food insecurity issues at CPP and previous experience with basic needs efforts, preferred
- Experience tutoring or peer-counseling, preferred
- Retail experience in market environment, preferred

**Work Environment**

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, bend, and lift up to 45 pounds.

**Employment Eligibility:**

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, student employees must be currently enrolled in a minimum of 6.0 units (undergraduate) and 4.0 units (graduate), international student employees must be enrolled in a minimum of 12.0 units (undergraduate) and 8.0 units (graduate) at the end of the add-drop period. Student employees are required to have a minimum overall and Cal Poly Pomona GPA of 2.0 and be in good academic standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/hr/>

**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>

**About the Associated Students Incorporated:**

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.

**ASI is an Equal Opportunity Employer**