**Program Aide-Food Pantry**

This Food Pantry Program Aide supports the operations of EWU Food pantries. The EWU Food Pantries were established in April of 2018 by an AmeriCorps VISTA. The food pantries have assisted in alleviating poverty by providing access to food and hygiene products to EWU students. This position will require you to work with Second Harvest, a hunger relief organization that has served over a million pounds of food a month to the Northwest Region.

Food Pantry Program Aide, working under direct supervision, assist with daily office activities. Duties may include, but are not limited to:

* Stocking food and hygiene products to ensure there is a sufficient amount available for students when they visit pantries on a weekly basis
* Coordinating with Second Harvest to ensure weekly allocations of food are delivered to the University
* Coordinating with volunteers to ensure that food pantries are adequately stocked with food and hygiene products throughout each term.
* Maintaining communication with the Director of Office of Community Engagement
* Completing required training.
* Understanding, abiding by, and implementing volunteer manual policies and procedures. This includes, but is not limited to: competent communication, safe food handling practices, maintenance of customer confidentiality, proper methods for sorting and stocking donations, correct data collection procedures, following university volunteer policy, and treating everyone who enters the pantry space with dignity and respect.
* Obtaining and maintaining Washington State food handlers permit upon hire.
* Placing food and hygiene orders for pantry, monitoring nutritional content, tracking inventory, receiving weekly deliveries, tracking budget for foods ordered, and other data collection.
* Ensuring food pantry, office space, storage room, etc. are all clean and well organized
* Complying with food safety/food handling guidelines.
* Evaluating use of pantries and suggest ways to improve services to students.
* Planning food and hygiene drives to gain more donations for the food pantries
* Collaborating with campus and community stakeholders around food insecurity issues.
* Using social media platforms to spread awareness to EWU Community
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

Options:

This position is budgeted to allow a maximum of *insert number of hours per week (not to exceed 19 during academic year)*. The i*nsert department* operates 7 days a week and typically has shifts from insert time am to insert time pm.

or

This position (is budgeted to allow a maximum of *insert number of hours per week (not to exceed 19 during academic year). Working hours are typically between 8 am to 5 pm Monday through Friday based on availability.*

Required Qualifications:  
  
Applicants must have a demonstrated professional demeanor and the ability to effectively communicate with a diverse population via phone, in-person, or electronic communications.  
  
Applicants must have experience with Microsoft Office Suite and be familiar with the use of social media platforms.  
  
Applicants must have good computer skills with the ability to type or keyboard, perform data entry, and prepare documents.

Applicants must be able to file documents both physically and electronically.

Successful applicants must complete training on FERPA rules upon hire.   
  
Applicants must be reliable, responsive, willing to take direction and follow guidance.   
  
Applicants must be detail oriented and able to enter data and prepare documents with accuracy.   
  
Applicants must work both independently and in a collaborative group setting.

Applicant must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.  
  
Applicant must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

Applicant must be able to obtain and maintain a Washington State food handlers permit.

Preferred Qualifications:  
  
*Insert if any*

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**