



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Student Services

POSITION: Pantry & Wellness Center
Student Worker
Part-Time

**ANTICIPATED
STARTING DATE:** Summer 2022

PURPOSE: For a student to receive an opportunity to obtain knowledge of office practices in the Human Services industry. To gain knowledge and insight on the art of collaboration and team building. Obtain enhanced soft skills. Develop and implement customer service techniques both in person and over the phone. To walk away at the end of the term with work experience to apply in future career endeavors.

**MINIMUM
QUALIFICATIONS:** Typing, filing, correspondences, and interpersonal skills in a confidential capacity.

RESPONSIBILITIES: Under the direction of the Director of Student Activities, this position will be responsible by use of a personal computer to log intake and output of non-perishable items. Files materials within the pantry filing systems, organizes and maintains files and logs, and processes input forms. Assists with intake of goods and distribution of goods. Organizes and rotates food products by expiration date. Assists students with shopping. Organizes and rotates the "Grab and Go" section. Creates flyers, prints healthy recipes and posters. Maintains the resource and wellness materials. All duties are to be performed in a confidential capacity.

**MINIMUM
SALARY:** Student Worker and Financial Aid Work Study Program rates pending the start date.

TO APPLY: Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office.

**APPLICATION
DEADLINE:** Until the position is filled.

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082