Food Pantry Assistant

The University Center is committed to ensuring our employees are trained and prepared to perform their assigned tasks with courtesy and urgency at the heart of student life. Hiring priority will be given to students who fit the UC Customer Service standards. The University Center is looking for applicants that are creative, motivated, and excited to develop their skills and strengths.

**Position Summary**
Food Pantry Assistants must be self-motivated learners, efficient problem solvers, and ability to provide care and supportive services to all students. Food Pantry Assistants must exemplify the UC mission, vision and values being professional, courteous, positive and ethical in every interaction and task.

**Minimum Qualifications**
- Enrolled full-time in a degree seeking program at UTSA with a minimum overall GPA of 2.0
- Ability to lift at least up to 30lbs either individually or with assistance
- Exceptional customer service skills

**Position Responsibilities**
- Present at required University Center orientation, trainings, and other student workshops and events.
- Responsible for the general management and duties of the Food Pantry.
- Provides for a clean, safe and efficient operation of the Food Pantry.
- Picks up donations from food drives as needed.
- Maintain standards of operating procedures.
- Management of documents and paperwork, including food inventory and food log sheets.
- Prepare and submit daily/weekly reports for items and supplies necessary for operations.
- Seek out and provide timely communication.
- Responsible for projects assigned by the supervisor.
- Make sure the amount of food coming in and out is accurately calculated every month.
- Reports to the Senior Associate Director.
- Utilize the Microsoft Office, Trello, QuickBooks and other computer skills in completing daily tasks.

**Expectations**
- Ability to work with minimal supervision.
- Presents a professional appearance and positive attitude.
- Works well with a diverse groups with a team approach.
- Ability to use critical thinking skills and advanced communication skills.
- Awareness of and appreciation for individual uniqueness and diversity.
- Ability to work with urgency to deliver exceptional customer service.
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Schedule
• Students may work a maximum of 19 hours per week (15 hours average). Shifts may include day, evening and weekend hours.
• Students are expected to work their scheduled shift, arrive on time, and be responsible for monitoring appropriate use of time.