



Holy Cross College

Student Employment

Title: **Front Office Assistant**

Department: Food Bank of Northern Indiana

Supervisor: Adam DeBeck on campus
Manager/Warehouse Manger on-site

Email: adebeck@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor.

Rate of pay: \$10.00 per hour

Location: 702 Chapin Street, South Bend, Indiana 46601

Purpose

Support front office employees and volunteers with various tasks as necessary.

Essential Job Duties:

- Assist with file organization; computer and physical copy
- Create welcome material for volunteer groups
- Collaborate on marketing materials
- Assist clients in their shopping experience at the Community Food Pantry of St. Joseph County
- Sort and separate food to be used in the agency shopping area
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Must maintain complete confidentiality of clients
- Ability to substitute as worker in other areas
- Positive attitude and ability to work in a fast paced environment
- Excellent communication, interpersonal and team building skills must be exhibited and observed
- Must have reliable transportation to work off-campus

Physical Requirements:

- Ability to lift 30 pounds of food product
- Ability to walk throughout the entire shift
- Ability to use pallet jack to move products around warehouse when necessary