



Holy Cross College

Student Employment

Title: **Warehouse Student Assistant**

Department: Food Bank of Northern Indiana

Supervisor: Adam DeBeck on campus
Manager/Warehouse Manager 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 warehouse employees and volunteers with filling orders, assisting agency shoppers, and moving product around the warehouse.

Essential Job Duties:

- Fill orders for delivery
- Move product around warehouse
- Assist with inventory
- Sort and separate food for agency shopping area
- Assist with programs such as CSFP, Senior Nutrition, Food 4 Kids
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Must maintain complete confidentiality of clients
- Excellent communication and interpersonal skills
- Positive attitude and ability to work in a fast paced environment
- 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 a pallet jack to move product around the warehouse when necessary