



## STUDENT EMPLOYMENT POSITION DESCRIPTION

<b>Position Title:</b>	Food Den Assistant	<b>Department Contact:</b>	MaRanda Soliz
<b>Department/Unit:</b>	Student Resource Center	<b>Phone:</b>	541-278-5158
<b>BMCC Location</b>	Pendleton	<b>Email:</b>	<a href="mailto:msoliz@bluecc.edu">msoliz@bluecc.edu</a>

### Job Description

#### **ROLE AND RESPONSIBILITIES:**

Greet and assist the public. Maintain clean, stocked, & organized space. Answer phone calls and contact customers. Unload deliveries.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Some experience with Microsoft Word & Excel.
- Lift up to 20lb.
- Previous experience working with the public.
- Time-management

#### **PREFERRED SKILLS:**

Communication Skills, Problem-solving, Organizational, Cross-training.

#### **ADDITIONAL NOTES:**

Required to unload deliveries weekly. Preferred work schedule: Tuesdays and Thursdays mornings with some flexibility each term as needed.