



**Holy Cross College**

**Student Employment**

**Fall 2019**

**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](mailto: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

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**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