

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Storekeeper Assistant
Department or Organization: Office Services
Address (Off campus only):

Desired No. of Hires: 1

Supervisor: Jeannette Smith
Office: Frost 327
Phone: 413-552-2221
Email: jesmith@hcc.edu

Designee: Paul Manijak
Office: Frost 229
Phone: 413-552-2392
Email: pmanijak@hcc.edu

General Job Description:

Detailed List of Duties:

Position involves unloading UPS, RPS, FED EX, and other shipments. Will also need to deliver supplies and packages to different departments on campus. Must also be able to answer phones and handle certified and express mail.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Skills and/or previous experience desired:

Must be able to do some heavy lifting. Good communication and record-keeping abilities are a plus.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Jeannette Smith

Print Name of Supervisor

Manager of Business Services and Procurement

Title

November 22, 2021

Date