

303 Homestead Avenue
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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: Grocery Clerk

Desired No. of Hires: 6

Department or Organization: Mini-Mart/Dining Services

Supervisor: Kevin Vincent

Designee: TBD

Office: Campus Center

Office: TBD

Phone: 413-552-2360

Phone:

Email: kvincent@hcc.edu

Email:

General Job Description:

Greet and assist students and community members. Perform daily tasks and projects as needed.

Detailed List of Duties:

Duties may include cashiering, food prep, preparing sale displays, ensuring the store is clean, stocking products, and processing customer orders.

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

This position will provide a learning environment for organization, time management, written and verbal communication skills, interpersonal skills (customer service), value of data tracing, public speaking, and goal setting.

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:

Willingness to assist a diverse population. Polite, professional, and pleasant attitude; effective interpersonal skills. Experience communicating effectively via phone, email and text. Computer skills and accuracy in typing; proofreading with attention to detail; and clerical skills such as filing and data entry. Experience using Excel or Google sheets. Quick learner and ability to follow directions. Proactive attitude towards challenges. Punctual, committed, and responsible.

Preferred Skills

Culturally Competent

Bilingual: English & Spanish

Amount of supervision required:

Student employees are not permitted to work without any supervision.

Regular

Occasional

Minimal

Hours desired to cover (evening, weekend, etc.): Monday – Thursday, 10:00 a.m. to 1:00 p.m.

How to Apply: Contact supervisor above.

Completed and Submitted By:

Kevin Vincent

Print Name of Supervisor

Food Service Director

Title

7/19/2023

Date

Please return completed form to drosado@hcc.edu