Job Title: Kodiak Cave Student Assistant (Office Assistant 1)
Supervisor: Kim Jones

DEPARTMENT INTRODUCTION & OVERVIEW

The Kodiak Cave is a food resource that serves the student body of Cascadia College. The driving force behind the Kodiak Cave is to end hunger on our campus through nourishing meals and providing education and resources to our community. It is part of the Department of Student Life.

Position Purpose:

The Kodiak Cave Assistant assists in the daily operational duties of the Kodiak Cave, Cascadia’s Food Resource Center. The ideal candidate should demonstrate a commitment to supporting individuals in need, superior organizational skills, teamwork, and empathy. Employees will be asked to work 5 – 10 hours per week.

Qualifications/Responsibilities for the Position:

- Foster a welcoming, productive and safe environment where students are treated with respect and feel valued.
- Staff the front desk of the space and provide information to visitors.
- Assist with the intake process of guests.
- Receive donations and assist with unloading our van as needed.
- Organize, sort, and stock items and ensure they are stored in an appropriate manner.
- Ensure daily, weekly, and monthly forms are filled out accurately and in a timely manner.
- Maintain organization and cleanliness of the space per college and health regulations.
- Assist with events/programs as assigned
- Assist with the marketing of Kodiak Cave services
- Assist with (and have the opportunity to create) programs related to Kodiak Cave services
- Must be able to maintain confidentiality.
- The ability and willingness to occasionally work in a non-climate controlled environment.
- Demonstrated ability to work in an environment with multi-faceted demands.
- The ability to work with minimal supervision, to use independent judgement and to work cooperatively with staff, volunteers, donors and guests.
- The ability and willingness to work occasional evening hours (not to go past 7:30PM) as necessary to fulfill the requirements of the position.
- Must have a working knowledge of Microsoft Word, Excel, and Outlook.
- Ability to lift 30 pounds, climb/work on a step stool, bend, stoop, kneel, and other general duties as required.
- Complete other duties as assigned.

Preferred Qualifications:

- All workers may be required to obtain a food handlers permit (Cascadia College can provide if needed)