



Student Job Description

(On-Campus)

Position Title: Food Pantry Assistant **Department:** Warrior Resources
Supervisor: Corinna Whitehurst **Work Location:** Food Pantry - Bldg J, Rm 302
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

Work Schedule (e.g. During business hours M-F. 8am-5pm)

Hours of work can be completed any time during business hours: Monday - Friday, 8 AM to 5 PM.

Job Duties and Responsibilities

Stock and organize food pantry items

Greet student visitors and assist walk-in inquiries

Assist food pantry visitors with selection and completion of food orders

Initiate intake paperwork and maintain student files

Maintain work area so that it is clean and attractive.

Provide information and updates on pantry client use, inventory status, etc.

Receive and sort donated items.



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Educational Benefits to Students (e.g. Teamwork, communication, leadership, etc.)

Student worker will develop experience and skills in the following areas:

Customer service

Office / clerical including data entry and filing

Understanding of confidentiality and related procedures

Experience working with diverse populations including low socio-economic status

Minimum Qualifications and/or Education Requirements (e.g. eligible for State or Federal work study, etc.)

Strong communication and interpersonal skills

Preferred Skills (e.g. Microsoft Excel, customer service, Outlook, etc.)

Basic computer skills including Microsoft Word, Excel, and Outlook

Physical Requirements (e.g. sitting or standing for long periods, lifting up to 40lbs, etc.)

Ability to lift up to 40 pounds

Additional Comments

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