

BOWIE STATE UNIVERSITY POSITION DESCRIPTION

Title: Volunteer, Nutrition Lounge

PIN:

Job Group:

Job Class Code:

Department:
144050

Grade/Pay Level:

Departmental Approval By:

Date:
March 3, 2020

Human Resources Approval By:

Date:

REPORTS TO:

Coordinator, Nutrition Lounge

PURPOSE: To assist in the orderly management of the Nutrition Lounge.

DUTIES & RESPONSIBILITIES:

1. Welcome participants of the nutrition lounge and monitor sign-in process.
2. Receive and unload food boxes from delivery trucks and ensure that food items are scanned into food pantry app and put away.
3. Ensure that food items are properly rotated and presented well so food will move quickly.
4. Distribute food items to participants accessing the grab and go tabling.
5. Ensure that food quality is maintained by monitoring expiration dates and communicate issues to Coordinator. Place food soon to expire in high traffic areas.
6. Use Social Media to move food on BSU Wellness Instagram page.
7. Create and submit reports of suggested food items and tally number of visitors daily.
8. Clean up any spills, sweep floor and wipe down counters or tables daily.
9. Duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

High School Diploma or GED equivalent.

Ability to communicate effectively both orally and in writing; must be able to give and receive information clearly.

Excellent organizational skills.

MINIMUM TRAINING & EXPERIENCE: Must have knowledge of MS Word, MS Excel, MS Outlook.