ADVANCEMENT OPPORTUNITY STUDENT EMPLOYEES

The following position is being offered in the Student Employment Program, Department of Dining Services, Green Dining. To apply, please send a resume, cover letter, and Student Manager application available here. The application can also be obtained at your unit’s student office or the Human Resources Office in Room 1150 South Campus Dining Hall. All positions are available until filled.

Email completed Applications to Larry Tumlin, University of Maryland Campus Pantry at campuspantry@umd.edu.

UMD CAMPUS PANTRY STUDENT MANAGER (2 positions available)

HOURS: 20 hours per week at the UMD Campus Pantry, now located at South Campus. Pay is $17.00 per hour. Staff meal per four-hour shift worked.

RESPONSIBILITIES: Under the direction of the Green Dining Manager, the Student Manager is responsible for overseeing all aspects of the student program at the UMD Campus Pantry. Responsibilities include: recruiting, and interviewing potential employees and volunteers, maintaining scheduling, creating standard operating procedures, overseeing the work of the student supervisors, acting as a team leader in all capacities of the position, overseeing evaluation and review, and managing necessary administrative support for meetings and special events at the Campus Pantry. Supporting the Coordinator’s of Student Employment to improve the Student Program is included as well.

Assist General Manager with inventory control, overseeing staff restocking of the Pantry on a daily basis. Collection of inventory paperwork, invoices, and other data from the Student Supervisor and Student Staff for necessary ordering and reporting for the Pantry. Assist and collaborate with TMA AmeriCorps VISTA and other assignments as needed to support Campus Pantry operations (including special events).

PREREQUISITES: Candidates must be full-time undergraduate students at the University of Maryland, College Park with successful academic progress. Must be responsible, well organized, professional, have great customer service skills, and outstanding leadership and management ability. Strong written and oral communication skills are essential. Basic computer skills and Maryland Driver’s License are desired. Student managers must have previous supervising and/or managing experience. Students Managers must be ServSafe certified and complete Title IX training. Provide availability for the summer and Fall 2023.

All STUDENTS WHO ARE INTERESTED ARE ENCOURAGED TO APPLY.

If you have any questions, please contact email campuspantry@umd.edu.