Federal Work Study
Job Description Form

Job Title: Grocery Clerk

Department or Organization: Mini-Mart

Supervisor: Nelson Lopez
Office: Frost 224
Phone: 413-552-2349
Email: nlopez@hcc.edu

Designee: TBD
Office: TBD
Phone: 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, 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 – Friday, 9:00 a.m. to 4:30 p.m.

How to Apply: Contact supervisor above.
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<tr>
<th>Print Name of Supervisor</th>
<th>Title</th>
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*Please return completed form to twonders@hcc.edu*