



Student Employment Office Only

\$14.00 per hour

Department Only

Department: Falcon HOPE Center

Campus: Daytona Beach

Funding: Federal Work Study (FWS)

Hours Per Week: Up to 20 hours per week

Hourly Wage: \$14.00

Days Needed: Monday through Thursday

Times Needed: 8am-12pm

Contact: Ms. Virginia North

Contact Info: Email: Virginia.North@daytonastate.edu

Job Title: **Front Desk Assistant/Food Pantry Monitor**

Purpose of Job: To support the Falcon HOPE Center student programs

Duties/Responsibilities:

- Provide exemplary customer service and screening at the front desk and documenting student IDs and services provided
- Manage donations and inventory in the food pantry and clothing closet
- Maintain organization in food pantry, clothing closet, and Falcon's Nest
- Be available to support staff on special projects if needed
- Additional clerical duties, such as answering the phone, checking the Center's email and voicemail, and printing for students

Job Qualifications:

- Strong customer service skills and excellent telephone etiquette
- A desire to help fellow students
- Strong computer skills such as email, Word, Excel, etc. and able to self-motivate
- Must demonstrate maturity, dependability, and possess excellent communication skills

Requirements:

- Resume