



Stony Brook University

Seawolves Pantry

Student Volunteer Position Description

At the Stony Brook University Food Pantry, we are committed to being a reliable and stable supplemental food source while providing resources to overcome food insecurity to students, staff, and faculty. Our Student Volunteers support the daily operations of the pantry while fulfilling order requests from visitors upon arrival. Our Student Volunteers are undergraduate or graduate students who express passion for combating food insecurity, possess excellent customer service skills, and demonstrate a commitment to the overall mission of the Stony Brook University Food Pantry.

This Student Volunteer position is responsible for:

- Greeting visitors and stakeholders of the food pantry upon their arrival and departure.
- Fulfilling visitors' orders in a timely, efficient, and accurate manner.
- Accepting and logging donations into our PantrySoft (PS) system.
- Keeping the pantry environment neat, clean, and presentable.
- Maintaining the six (6) person capacity limit inside the pantry, directing visitors to additional waiting seats, and upholding staff-only areas to ensure that guests are safe and comfortable.
- Primarily supporting the overall operations of the food pantry.
- Proudly and appropriately representing the food pantry when required.
- Completing at least one 2-hour shift per week.

The Student Volunteer position is not compensated, but can satisfy any external community service requirements. Additionally, there are opportunities for experienced and motivated volunteers to apply for a credited position as an Undergraduate Intern, or a paid position as a Graduate Coordinator in the future. As of May 24, 2021, volunteers who work at least 100 service hours in a 12-month period may be eligible to receive the President's Volunteer Service Award.

We are looking for undergraduate and graduate students with the following qualities:

- Genuine passion for an interest in fighting student hunger and basic needs insecurity.
- Exhibit strong customer service and organizational skills.
- Maintain punctuality and consistency in attending regularly scheduled shifts, clocking in and out of shifts, and communicating effectively when coverage is needed.
- Ability to use Google Apps for Education (Mail, Drive, Calendar).
- Committed to pursuing equitable, inclusive, and justice-driven objectives.

Opportunities to continue in future semesters with this position are contingent upon availability, previous and current performance, and potential for success moving forward.

Unless otherwise indicated, this position will be located on Stony Brook University's West Campus at the Stony Brook Food Pantry and will require responsibilities to be conducted on site.

Questions about this position can be directed to our email: sbufoodpantry@stonybrook.edu.

Last Updated: October 2024