



UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes No

UMB Department Intercultural Leadership Engagement
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)

Address 621 W. Lombard St.
Balt. MD 21201

Telephone 410-706-8139 Fax No. _____

Work Study Supervisor's Full Name Jole' Ruff

Work Study Supervisor's Title Community Program Specialist

E-mail Address jruff@umaryland.edu

Alternate Supervisor's Full Name Courtney Jones Carney

Alternate Supervisor's Title Executive Director

E-mail Address Courtney.Carney@umaryland.edu

Job Title UMB Student Pantry Assistant

Job Function: Technical Administrative Research Lab Research Clinical Tutor Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201

UMB Student Pantry Assistant

Job Description

(Federal Work-Study Student)

Department: Intercultural Leadership & Engagement

Schedule: Temporary/Non-benefited

Shift: On-Site: with some remote opportunities (Not available currently)

Primary (Responsibilities) Duties:

Receives, stores, and stocks up food and toiletry supplies

Assist in filling food request orders

Checks all non-perishable items expiration dates and disposes expired items in an environmentally sound manner

Unpacks food and non-food items when received and as needed

Make suggestions and recommendations to pantry patrons such as recipes and healthy food options

Ability to lift up to 35 lbs.

Participate in staff meetings and in-service trainings

Possesses knowledge of and will assume responsibility for storing of non-perishable food and non-food items

Have knowledge of basic needs services and can refer students to additional campus and community resources

Maintain regular contact and communication with the Community Program Specialist

Keep track of inventory and make recommendations for various food and non-food items to replenish stock

Knowledge of Microsoft Office (Excel, Word, PowerPoint, and Publisher) and web browsers (Chrome; Firefox)

Ability to multitask and utilize various organizational skills, such as time management, effective listening skills, good oral and written communication skills

Communicate and interact with a variety of individuals in the work environment, from supervisor to a collaborating peers

Ability to work as a team member or work independently

Have discretion in handling confidential matters