**Department:** Dean of Students  
**Supervisor:** Josie Alexander

**Job Title:** Summer Assistant for Basic Needs Program  
**Hours to be Worked:** 40 hrs a week

**Pay Level:** II  
**Hourly Pay Rate:** $17.50/hr

**Job Summary (purpose of nature of work):**

**Job Duties:**
The Summer Assistant for Basic Needs will work approximately 40 hours per week. The summer assistant will work various hours throughout the week and possibly two weekend days per month. The summer assistant will work the food pantry during summer operational hours. Summer Assistant will help maintain the campus garden, will help with the food pantry move, will help in the planning and preparation of the programs for the Fall 2023. The summer assistant will work on other pantry assignments as needed. The summer assistant will also work with other Cadet Affairs offices to help with summer needs and fall semester planning such as Community Engagement and Orientation.

**Required (or Preferred) Skills, Knowledge, and Abilities:**
The Summer Assistant for Basic Needs will assist with the following projects and assignments:

- Distribute food to Pantry clients.
- Participate in Cal Fresh trainings and be able to assist current and future students in their application for Cal Fresh.
- Participate in other trainings from the Solano County Food Bank.
- Aid at the Solano County Food Bank food distribution a few times a month.
- Support the marketing materials such as flyers, and social media.
- Collaborate with on- and off-campus organizations to support the Pantry.
- Sort and pack up food pantry for new location.
- Support and upkeep the campus garden with help from the campus student assistant garden manager.
- Provide program support for Community Engagement & Orientation throughout the summer.
- Plan and be ready to execute at least one program each month for the Fall semester that provide either community service and outreach, and/or learning opportunity for all students at Cal Maritime in the areas of Basic Needs.
- Other duties as assigned.

**Background Check:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the
background check may affect the continued employment of a current CSU employee who was conditionally offered the position.