

## Part-Time Food Pantry Specialist at Gator Mart Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=255638>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 11, 2025, set to expire Aug. 8, 2025

**Job Title** Part-Time Food Pantry Specialist at Gator Mart  
**Department** Student Life & Intramurals  
**Institution** Brazosport College  
Lake Jackson, Texas

**Date Posted** Apr. 11, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

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**Part-Time Food Pantry Specialist at Gator Mart**

**Posting Number:** 70930

**Position Type:** Administrative/Staff

**FTE:** Part-time

**Department:** Student Life & Intramurals

**Job Summary/Basic Function:**

- Reports to the Coordinator of Student Wellness & Basic Needs and the Director of Student

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### Engagement;

- Provides leadership, day-to-day management and supervision of the Gator Mart food pantry and student staff members;
- Recruits, hires, and trains student workers; coordinates and conducts semester trainings; observes and evaluates staff and provides feedback with a particular emphasis on leadership development and equity and inclusion;
- Communicates the benefits of the program to students, faculty, campus administrators and staff, including promotional marketing;
- Refer and advise students of the other resources available to them under Basic Needs other than Gator Mart; and
- Create, facilitate and host educational and empowerment programming focused on healthy food choices and overall nutrition.

### Minimum Qualifications:

The minimum qualifications for this position are:

- Minimum of a high school diploma (associate degree or higher from a regionally accredited college or university preferred);
  - Work experience in customer service or food handling;
  - Basic computer literacy and functional knowledge of Windows and Microsoft operating systems;
  - Supervisory experience preferred;
  - Excellent communication skills required to communicate with faculty, staff, and students regarding programs
  - Must have the ability to meet the needs and concerns of college customers;
  - Must possess the ability to get along with others, work under stress, and follow directions; and
- Other qualities, experiences, and skills that enhance one's value to the institution.

**Location:** This position is 100% on-site presence.

### Desirable Qualifications:

### Physical Demands:

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Able to traverse campus, lifting, carrying, reaching, handling, fine dexterity, bending, vision, hearing, and talking

**Posting Date:** 04/10/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 04/20/2025

### **Special Instructions to Applicants:**

It is a requirement for an official transcript, (not a copy), documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Dr., Lake Jackson, TX 77566.

To apply, visit <https://employment.brazosport.edu/postings/4576>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

Student Life & Intramurals  
Brazosport College

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