

General Food Assistant, Nourishment & Essential  
Supports Team (NEST) - Short Term  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=253908>

Downloaded On: Mar. 6, 2025 7:42am

Posted Mar. 4, 2025, set to expire Mar. 10, 2025

<b>Job Title</b>	General Food Assistant, Nourishment & Essential Supports Team (NEST) - Short Term
<b>Department</b>	Student Services
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Mar. 4, 2025
<b>Application Deadline</b>	03/10/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6042766">https://apptrkr.com/6042766</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**General Food Assistant, Nourishment & Essential Supports Team (NEST) - Short Term**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Temporary, Hourly/Short-Term

**Job Number:** 2025-01961

**Closing:** 3/10/2025 11:59 PM Pacific

**Location:**

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Aptos/Watsonville, CA

**Department:** Student Services

### Employment Opportunity

**Starting Salary Range:** \$17.50 to \$19.50 an hour. This short-term, temporary part-time position (25-30 hours a week over 5 days a week at our Aptos and/or Watsonville campuses as needed, with an option for remote work, when appropriate and at the supervisors discretion), with evenings and weekends as required. This position is available through June 30, 2025, with a possible extension for an additional year based on performance, and is scheduled to begin as soon as possible. **This is a non-benefitted position. Cabrillo is unable to sponsor work visas.**

This **General Food Assistant, Nourishment & Essential Supports Team (NEST) - Short Term** position performs routine to complex administrative or specialized support in requiring the application of Basic Needs and Student Services knowledge and performs related duties as assigned. This temporary part-time position (25-30 hours a week over 5 days a week at our Aptos and/or Watsonville campuses as needed, with an option for remote work, when appropriate and at the supervisors discretion, is available through June 30, 2025 (with a possible extension for an additional year based on performance).

The position supports the Basic Needs, Retention and Student Success Office at Cabrillo College and is supervised by the Retention/Basic Needs Coordinator. This position should have compassion for students experiencing housing and food insecurity and should be relatable with strong interpersonal and communication skills, as well as be knowledgeable about community and campus resources. This position also requires excellent time management skills and be able to work independently, perform online data collection, case management, report writing, and use Microsoft Office and Google Workspace. Additionally, applicants should know and implement a "Student First" philosophy.

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Meet with students referred through the Just Report It reporting system as food insecure
- Provide Case Management Services to help students navigate on and off campus resources for sustainable food resource support
- Enter data into the event tracking system (Maxient, PantrySoft, etc.)
- Prepare administrative paperwork for grant assistance as needed

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- Deploy a universal outreach campaign for the campus to raise awareness and reduce the stigma around food insecurity
- Create and distribute marketing materials in various forms, (printed brochures, webpage, bulletin board, Canvas page, etc.), to highlight the services of the Basic Needs Center.
- Set-up and work all Basic Needs Resource Fairs
- Table on campus, and conduct Cal Fresh enrollment, events
- Increase Cal Fresh enrollments
- Run all Fresh Markets at the Watsonville and/or Aptos campuses twice a month
- Work at both the Aptos and Watsonville campuses as required while being a strong presence on both campuses while representing both South and North County students.

### OTHER DUTIES

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Maintains and updates divisional web pages, social media and online calendar.
- Assists with the training and oversight of student, work release and volunteer workers; monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards.
- Provides backup for other departments or division office administrative support staff.
- Maintains office supply inventory.
- Performs related duties as assigned.

### Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from high school or GED equivalent **AND**
- Two (2) years of relevant experience or
- An equivalent combination of training and experience

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**Desired Qualifications:**

- Bilingual in English/Spanish

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Modern office practices, procedures and equipment including knowledge of computers, applicable software programs and or equipment associated with the position assignment.
- Department services, program goals, objectives, policies, procedures and practices.
- Customer service practices and telephone etiquette.
- District general accounting systems operations, practices and procedures applicable to assignment.
- District rules, policies and procedures applicable to departmental and division operations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Applicable sections of the California Education Code, Title V and other applicable laws.

**Skills and Abilities to:**

- Provide customer service in person and over the phone.
- Oversee and participate in the daily operations of a program or department front desk.
- Review written materials for completeness and accuracy.
- Type accurately at a speed necessary to meet the requirements of the position.
- Track and report statistical and financial information utilizing complex spreadsheets and databases.
- Perform mathematical calculations.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.

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- Support an inclusive work environment that fosters diversity, respect and engagement.

### Additional Information

#### Application Process:

1. Complete the application
2. Attach resume

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

#### Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation ) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

#### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. Selected applicants will be required to pass a bilingual/biliterate test prior to being hired. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

#### Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis



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screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4823873/general-food-assistant-nourishment-essential-supports-team-nest-short-term>

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### **Contact Information**

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

Student Services

Cabrillo College

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