

HomePlate Food Pantry and Resources Center (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262035>

Downloaded On: Sep. 7, 2025 12:03am

Posted Sep. 4, 2025, set to expire Sep. 28, 2025

Job Title	HomePlate Food Pantry and Resources Center (Part-Time)
Department	Student Resources
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Sep. 4, 2025
Application Deadline	09/28/2025
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Student Services
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Job Description

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HomePlate Food Pantry and Resources Center (Part-Time)

Category: Part Time Non-Benefitted

Department:

Locations: Worcester, MA

Posted:

Closes: 9/28/2025

Type: Part Time

Position ID: 192416

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General Statement

The Food Pantry and Resource Center, which includes maintaining the inventory of food as well as organizing and stocking and cleaning of HomePlate Food Pantry refrigerated lockers, which are located in the QCC Student Cafeteria.

Job may include traveling to our Southbridge and Downtown Campuses in the HomePlate Food Pantry Food Truck to distribute food to our students.

Will be responsible for selecting items through our PantrySoft software.

Cleaning Lockers daily

Supervision Received

Reports to the Manager of Student Resources

Food Pantry Role

- Using PantrySoft software to track and record food inventory.
- Using Refrigerated locker software
- Work in collaboration with Phi Theta Kappa Live and Learn Greenhouse to distribute
- fresh vegetable and herbs from greenhouse.
- Work with other departments on campus for food delivery, marketing, and donation acquisition.

Duties and Responsibilities

- Develop and provide volunteer/student training.
- Oversee work-study students
- Demonstrate ease and confidentiality while working with students
- Sort, weigh and evaluate food for expiration dates.
- Track utilization of the pantry
- Ability to function in multi-tasked role with shifting priorities
- Perform related duties as directed.

Job Requirements:

Minimum Qualifications

- Have at least one year of community college service.
- Excellent oral and written communication skills
- Prepares correspondences, reports, forms, etc.

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- Maintains, updates and extracts information from database and office files.
- Must be able to lift 50 pounds
- Maintain the Refrigerated Lockers
- Travel in the QCC HomePlate Food Pantry Refrigerated Food Truck
- Must have valid driver's license

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=192416>

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Contact Information

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

Contact

Student Resources
Quinsigamond Community College

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