

**Hawk's Nest**

Henry Ford College Career Services Office

**Position Type:** On Campus Work Study**Description:****To work as an on-campus student worker you MUST be 18 years old at the start of your employment**

The primary responsibility is to assist the Hawk's Nest Manager with the day to day operations of the Hawk's Nest. Occasional weekend work may be necessary. Applicant MUST have excellent interpersonal skills to lead volunteers and work with clients.

I. Essential Duties and Responsibilities of the Food Hawk's Nest Assistant

- Assist the Hawk's Nest Student Team Leader with receiving, sorting, stocking, and storing food items and packing food orders
- Assist with the purchase of food
- Greet volunteers warmly and train them to carry out the daily operation of the Hawk's Nest
- Understand and explain to donors and interested parties the purpose of the Hawk's Nest and how donations are used
- Collect data -- receive and weigh donated food
- Keep the Hawk's Nest clean. This includes the breakdown of cardboard boxes for recycling, carrying out the trash, vacuuming and sanitizing the Hawk's Nest area and other duties assigned by the student team leader
- Accompany team leader or staff while picking up donations
- Orient and oversee the work of volunteers for the Hawk's Nest
- Perform other duties associated with the orderly operation of the Hawk's Nest and/or assigned by manager

II. QUALIFICATIONS:

Professional demeanor and excellent interpersonal and communication skills for working with diverse populations.

Demonstrated ability to work effectively with colleagues and supervisors.

Good communication skills.

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**Posting Date:** July 22, 2022

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**Expiration Date:** September 30, 2022

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**Duration:** Fall

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**Approximate Hours Per Week:** 12-16

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**Salary Level:** \$9.87

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**Industry:** Education

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**Website:** <http://careers.hfcc.edu>

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**Contact:** HFC Career Services  
5101 Evergreen Road Dearborn, Michigan 48128  
United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** mlearl1@hfcc.edu

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**Additional Documents:** Other Documents

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**ID:** 24040

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