



New Classified Hiring/Position Justification

Hiring Division/Department: VPSS/SparkPoint **Position Title:** Office Assistant II

Classification

Position type: Permanent X Full Time _____ # of months 12
Part Time X % of Full Time .48 # of months _____

Position: General Funds X
Allocation: External Funds* _____ Expiration Date _____

Budget Information

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|-------|-----------|------|-----------|---------------|--------------------|
| Grade | <u>60</u> | Step | <u>18</u> | Annual Salary | <u>\$50,520.00</u> |
|-------|-----------|------|-----------|---------------|--------------------|

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

Specific Needs

Under the direction of the Director of SparkPoint, the Office Assistant II oversees the day-to-day operation of the Food Pantry. Living in San Mateo County where the Self-Sufficiency Standard for a family of 4 is \$125,995 per year, is financially challenging for many of our students and their families. During FY18, the Cañada College Food Pantry distributed 73,682 lbs. of food to both day and evening students. This translates into \$94,389.87 of savings going back to students to offset other living expenses. SparkPoint has funded salaries, benefits and general expenditures for the pantry for the past four years using a combination of grants that have ended. SparkPoint's current discretionary funding for pantry expenditures has decreased and will not be able to cover the entire current annual cost. The Board of Trustees, the District and Cañada College have also expressed their commitment to addressing food insecurity for our students

Duties

To support the SparkPoint Food Pantry, the OAI:

- 1) Provides food pantry support which includes customer service, ordering, stocking, inventory control, food rotation, outreach, screening for public benefits, tabling, maintaining the pantry and assisting with workshops
- 2) Manages data entry by entering food pantry efforts into the SparkPoint database, running reports and submitting monthly reports to Second Harvest Food Bank.
- 3) Maintains the Food Pantry to California Food Safety Standards
- 4) Trains and supervises the work of students assistants
- 5) Refers students to campus and community resources

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

The position supports the college mission by providing healthy and nutritious food to students, along with, access to SparkPoint services, and equitable opportunities for them to achieve their transfer, career education, and lifelong learning educational goals. The position aligns with the **College's Strategic Goal #1** in that it minimizes financial barriers to success and leads them towards increased retention.

3. Explain how adding this position will strengthen the department or division.

Strengthening Student Success: This position will increase students' access to healthy and nutritious food. Students, staff and faculty will benefit from increased food pantry hours, expanded CalFresh enrollment efforts, and an increased connection to SparkPoint services. Student athletes will also benefit from dedicated shopping hours and convenient access to financial coaching. These expanded services will increase student retention by reducing student hunger and food insecurity as a barrier to student success.

4. Explain how this work will be accomplished if the position is not filled.

If not filled: Food pantry efforts will have to be decreased from current levels due to reduced grant funding. ASCC and Financial Aid provide limited staffing support but the bulk of hours needed to schedule, stock, bring in deliveries, clean and maintain the Pantry are covered by a short-term OAI. Additionally, we may soon be prevented from re-hiring this short-term staff member because we will exceed the number of semesters that we can request a short-term for this position.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date