



Center for Access Services (CAS)
Building 7.
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-5761
Email: cas@stcc.edu

Federal Work Study Job Description Form

Job Title: Office Assistant

Desired No. of Hires: 1

Department or Organization: Center for Access Services (CAS)

Address (Off campus only): N/A

Supervisor: Karen O'Hare-Charles

Office: Bldg. 7, 206

Phone: 413-755-5765

Email: kmoharecharles2301@stcc.edu

Designee: Jose Lopez-Figueroa

Office: Bldg. 7

Phone: 413-755-4028

Email: jhlopez-figueroa@stcc.edu

General Job Description:

The CAS Office Assistant will assist in the daily operations of CAS, including the Ram Mini Mart food pantry.

Detailed List of Duties:

- Assisting with the food pantry operations which includes but not limited to, packing orders, stocking inventory, processing and organizing food deliveries, and keeping the pantry and the food lockers clean and organized.
- Assisting with office administrative tasks such as, but not limited to, welcoming office visitors, answering the phone, making copies, preparing office materials for events, etc.
- Assist with CAS events and various tabling sessions
- Additional projects assigned by the supervisor.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

- Knowledge on basic needs security.
- Food pantry operations and food safety laws and regulations.
- Customer service, specifically working with a diverse population (i.e. Cultural awareness)

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

- Report any operation concerns/issues to your supervisor.
- Keep the food pantry and food lockers clean and organized.
- Keep the storage and overstock areas clean and organized.
- Responsible for maintaining food pantry policies and procedures.
- Maintain a positive and welcoming attitude.

Skills and/or previous experience desired:

- Ability to communicate effectively with students and staffs
- Ability to work independently and follow-through on assigned tasks by the supervisor.



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- Ability to lift, carrying, and moving heavy objects such as, but not limited to, boxes, canned goods, grocery bags.
- Ability to work well with a diverse population and promoting cultural acceptance and respect, with a demonstrated commitment to equity and inclusion.

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

The Center for Access Services hours of operations are Monday – Thursday 8am-5pm and Fridays 8am-4pm. No remote option.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Signature of Supervisor or Division Dean

Director

Title

8/13/2025

Date

Please return completed form to ajhernandez@stcc.edu