FOOD CANTEEN ASSISTANT  
ASPCC Sylvania Student Leadership  
Job Description

Position purpose: To represent and serve students of Portland Community College and coordinate new and ongoing social activities for ASPCC-Sylvania and the larger Portland Community College community. Position is for up to 10 hours per week.

Principle Accountabilities and Essential Functions Job Description

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
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<tbody>
<tr>
<td>1. Provide a rounded program for PCC students</td>
<td>• Assure a clean and organized food area</td>
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| 2. Manage administrative duties associated with Canteen | • Schedule and maintain Food Canteen hours  
• Arrange for special requests, such as equipment, outlet requirements, table arrangement, etc.  
• Coordinate food collection drive |
| 3. Ensure that Canteen food distribution proceeds smoothly | • Establish open hours for Food Canteen |
| 4. Participate in ASPCC activities | • Report to Director or Finance  
• Work on special projects requiring all staff, i.e. book exchange.  
• Develop a personal project in collaboration with the team director.  
• Establish and maintain consistent regular office hours.  
• Attend weekly staff meetings and leadership training programs. |

Requirements: Have a 2.5 GPA, completing at least 6 credits per term. Must be enrolled in or admitted at the Portland Community College Sylvania Campus for at least 6 credits per term. Food Canteen Assistant must be committed to work the 2012-2013 academic year. Position is funded for 10 hours per week, fall, winter and spring terms.

Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all county, state and federal civil rights laws. Accordingly, equal opportunity for employment, admission, and participation in the college’s benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.