

BARSTOW COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BASIC NEEDS SPECIALIST (CATEGORICALLY FUNDED)

BASIC FUNCTION:

Under the direction of an assigned administrator, provide and maintain student basic needs and essential items in achieving student equity, access, and success. Links students to basic needs services and resources at all locations.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification and not all duties listed are necessarily performed by each employee or are the list of duties an exhaustive list.

- Establish, implement, organize, maintain, and provide basic needs services for students under assigned program(s) to include but not limited to food pantry operations. **E**
- Conducts initial intake meetings with students to assess needs for appropriate referral and support services required. **E**
- Links targeted populations of students to support programs, public resources, community organizations, and regional support services for needs. **E**
- Verifies students' eligibility for services and ensures confidentiality and privacy of students' information and records. **E**
- Maintains inventory of supplies, products, and materials required to meet student needs under assigned program; orders, stocks, and distributes supplies and materials as needed; assists supervisor with procurement through vendors and donations. **E**
- Maintains a clean, neat, safe, organized environment for students and community in assigned areas. Ensures supplies, products, and materials are labeled, categorized, displayed, and distributed to meet student and program needs. **E**
- Greets and assist students. Provide information about available supplies, services, and products to meet student needs. **E**
- Communicates with managers, faculty, and staff to ensure efficient operations and needs are met. Assist supervisor with volunteers, employees, and community members to coordinate special activities and distribution events for basic needs programs. **E**
- Performs accurate record-keeping of assigned program(s). Compiles and analyzes data, statistics, and reports as required. **E**
- Ensures compliance with applicable laws, regulations, policies, safety standards, and quality controls for assigned programs. **E**
- Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Laws, regulations, policies, and safety standards related to student basic needs.
- Strong organizational skills and attention to detail.
- Basic computer applications for data entry, processing, and tracking.
- Modern office practices, procedures, and equipment.
- Record keeping and inventory management techniques.
- Public relations techniques.
- Diversity, equity, inclusiveness, and access practices.

Ability to

- Establish and maintain cooperative and effective working relationships.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Operate a variety of office equipment and software applications.
- Work as a member of a team.
- Effectively communicate with others orally and in writing.
- Be compassionate and understanding of student needs and maintain confidentiality.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year experience in a customer service-related field.

LICENCES AND CERTIFICATES

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent 3. Often = 51-75 percent
2. Occasional = 25-50 percent 4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations.
2 b. Ability to stand for extended periods of time.
3 c. Ability to sit for extended periods of time.
4 d. Ability to see for the purpose of reading printed matter.
3 e. Ability to hear and understand speech at normal levels.
4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
3 g. Ability to bend and twist.
2 h. Ability to lift 50 pounds.
2 i. Ability to carry up to 50 pounds.
4 j. Ability to operate office equipment, computer, or related peripherals.
3 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.