



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

MAR 05 2019

DEPARTMENT: Food Pantry

LOCATION/ADDRESS: N7372 Water Circle Place Oneida, WI 54155

SALARY PREDETERMINED: \$10.10

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Marlon Skenandore
TITLE: Manager
EMAIL: Mskenan1@oneidanation.org
PHONE: 920-869-6165

DATES OF EMPLOYMENT: **June 10th to August 2nd**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Pantry Warehouse/Client Assistance 30%
- Garden Grant Project 25%
- Special Project/Outreach/Marketing 20%
- Food Drive Coordination 10%
- Inventory and Client Data 10%
- General Cleaning 5%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Business/Human Services/Social Work/Agriculture Fields
- Proficient computer skills
- Ability to lift 50+ pounds
- Basic knowledge of gardening
- Flexability