

# ROCORI Area Food Shelf

P.O. Box 307 \* 217 Main Street \* Cold Spring, MN 56320

## APPLICATION FORM

Name (Last, First, Middle) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date of Application \_\_\_\_\_

### EDUCATION

Name & Location	Degree/Diploma	Date Completed
_____	_____	_____
_____	_____	_____

### WORK EXPERIENCE

Dates Employed	Name & Location of Employer	Position Held	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____

### VOLUNTEER EXPERIENCE

Dates	Name & Location	Position Held	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____

*Please respond to each of the following questions:*

Why are you interested in this position?

What are your strengths?

What are your weaknesses?

What hours and days could you be available?

Please describe your organizational skills and working style.

**PLEASE LIST SEVERAL REFERENCES INCLUDING PHONE NUMBER ON BACK SIDE OF THIS FORM:**

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# **ROCORI Area Food Shelf**

## **Manager Job Description**

- Handle administrative duties
- Manage day to day operations
- Oversee food distribution
- Oversee stocking of shelves and coolers
- Recruit, train and manage volunteers
- Receive food and monetary donations
- Oversee Backpack and Christmas Programs
- Monitor upkeep of the facility