

Title: Customer Service Representative

Hours: Schedule can vary, approximately 16 to 24 hrs. per week

Pay: Starting rate \$9.50 After 90 working days, the opportunity to move to \$10.50

Minimum Requirements

- Support the mission and values of the Resource Center
- Interact with diverse populations respectfully
- Sound ability to speak, read and write English
- Demonstrate analytical skills
- Confidentiality is a must
- Ability to prioritize several projects
- Follow detailed instructions and guidelines
- Must be able to lift and carry up to 40 lbs. and walk up and down stairs
- The ability to pass a background check

Qualifications

- Minimum High School graduate or GED
- Demonstrate basic computer/cash register use
- Ability to have a flexible schedule, occasional evening work or Saturdays
- Willing to clean and do snow shoveling
- Work both as a team member and independently

Primary Duties include but not limited to

- Point of sale-checking out customers
- Product pricing
- Fill food shelf
- Answer phone
- Assist in record keeping
- Sort donations
- Develop a good working relationship with staff and volunteers
- Become familiar/acquire knowledge of programs offered and be able to direct clients to the appropriate contact person