



# HOMETOWN RESOURCE CENTER

1244 Whitewater Avenue  
St. Charles, MN 55972

507-932-5203  
secenter@hbcsc.net

**Title: Customer Service Representative**

**Reports to: Office Manager**

**Hours: will be varied, approximately 16 to 20 hrs. per week**

**Pay: Start \$9.50 After 90 working days \$10.00**

**Minimum Requirements:**

- Support Mission and Values
- Interact with diverse populations respectfully
- Sound ability to speak, read and write English
- Demonstrate analytical skills and sound decision making
- Work both as a Team Member and independently
- Confidentiality a must
- Prioritization of projects
- Willing to clean and shovel snow in the winter
- Must be able to lift and carry up to 40 lbs.

**Qualifications**

- Minimum High School graduate or GED
- Demonstrate basic computer/cash register use
- Able to work designated days in addition to some early evenings
- Bilingual applicants are encouraged to apply.

**Primary Duties include but not limited to:**

- Point of sale-checking out customers
- Thrift store sorting, merchandise pricing and displaying merchandise
- Assist with the Food Shelf
- Answer phone / take messages
- Assist in record keeping
- 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