

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,
is currently seeking applicants for the following position

Part-time Customer Service Representative

We are a faith-based organization, Empowering Children and Families to
experience the transforming love of Christ through wholistic care.

SUMMARY

The Customer Service Representative is primarily responsible for performing check out procedures, assisting customers, and assisting in sorting, pricing, and arranging the items in the Resale Shop in a suitable manner for marketing to the public.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED equivalent

QUALIFICATIONS

- Must have a valid Florida Driver License.
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals; ability to write routine reports and correspondence; ability to speak effectively with individuals and small groups.
- Must have a working knowledge of cash register and general office equipment.
- Must have the ability to meet customers and/or donors in a friendly, courteous, and professional manner.
- Must have a working knowledge of retail store operations, including sales, customer service, inventory, and pricing.
- Must have the ability to produce a high quantity and quality of work.
- Must have the ability to plan and organize work and meet deadlines.
- Must have a flexible schedule to include weekend shifts.
- Have sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Operates cash registers in a professional manner and efficiently manages cash handling procedures.
- Assists customers promptly and courteously.
- Ensures cleanliness in the store showroom and bathrooms.
- Sorts, cleans, and prices merchandise to be sold.
- Displays merchandise in a pleasing and marketable manner.
- Assists Management in any additional duties as needed.
- Represents the Florida United Methodist Children's Home in a positive manner to donors, customers, and the general public and provides exceptional customer service.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources