

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/29/2024



94403  
San Mateo, CA, 94403

## Registration Program Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$21.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

Non-Profit in need of support in Program Registration. This role requires data entry skills, customer service, and light warehouse/inventory duties. You will work within Client Services and focus on registering clients in need of pantry services.

Duties to include:

- Data entry of name, contact information, etc.
- Looking up client information in database
- Check in (face to face customer service) client - obtain identification, etc.
- Ensure program runs smoothly
- Work with pantry group and assist as needed with loading/unloading items, packing, etc.
- Float to various worksites

### Requirements

- This role requires work indoors and outdoors (75%).
- Skills required include customer service, empathy (working with a diverse pool of clients), data entry skills, computer knowledge
- Bilingual in Spanish is highly desired

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**This Job Posting will expire in 10 days.**