

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/16/2024



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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