



815 S. Freedom Blvd.
Suite 100
Provo, UT 84601
P: (801) 373-8200
F: (801) 373-8228
CommunityActionUC.org

Title: Food Intake Worker/Receptionist

COMPENSATION: Starting range: \$16.00/Hour; this full-time exempt position has full benefits including medical, dental, retirement, and PTO plan.

SUMMARY:

- To greet clients and help guide them to the right department to receive services.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Executive Assistant, the staff:

- Presents a positive image to public, volunteers and other staff,
- Performs intakes with clients to assess needs and problem solves with clients regarding household situations,
- Identifies and provides appropriate referrals to other resources within the community to help meet client needs on a long term basis,
- Maintains accurate records pertaining to each client, completes data entry,
- Works closely with supervisor and other team members to maintain a smooth and efficient operating program,
- Completes and submits all documentation (time sheets, mileage, etc.) in a timely manner,
- Attends staff and training meetings as directed,
- Presents a positive public image by assuring that all work areas are clean and clutter free,
- Performs other duties as assigned.

QUALIFICATIONS:

High School Graduation and one-year experience in an area related to the above duties and/or combination of education and experience substituting on a year by year basis.

- High standard of honesty and integrity is required. Maintain a high level of trust,
- Ability to identify needs and use effective interviewing principles, methods and techniques, knowledge of minority needs and low-income problems.
- Excellent, oral and written communication,
- Excellent customer service skills a must,
- Able to work under pressure and in stressful situations,
- Able to work well with persons from a variety of backgrounds,
- Basic computer skills a must,
- **Ability to speak Spanish is highly preferred,**
- Ability to work as a team player and problem solve,
- Must be dependable, motivated, a self-starter and able to multi-task
- Able to meet program performance measures in a required time frame.
- Have a broad knowledge of community resources.

CASFB is an Equal Opportunity Employer

**To apply for this position please submit Cover Letter, Resume and References to
Wendym@communityactionuc.org**

Community Action Food Bank • Home Buyer & Mortgage Counseling Services • Family Development & Support Services •
Circles • Community Gardens • Commercial Kitchen

Values

CARE, HOPE, OPPORTUNITY, RESPECT, EQUITY