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<b>Position Title:</b>	Community Marketplace Customer Service Representative
<b>Department:</b>	Programs
<b>Reports to:</b>	Partner Development & Support Manager
<b>Type:</b>	Full-time, Non-exempt
<b>Date:</b>	October 1, 2017

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**Purpose of Position:** To assist the Partner Development & Support team in providing excellent customer service to partner organizations who shop in the Community Marketplace. The Customer Service representative is responsible for stocking, inventory counts, merchandising and transactions at the register. The Community Marketplace Customer Service Representative keeps the space clean and staged, constantly checking product, restocking and cleaning.

**Duties and Responsibilities:**

- Excellent customer service to anyone who comes into the Community Marketplace
- Merchandise and display products to customers
- Community Marketplace order coordination and check out
- Communicate partner organization needs and suggestions with Partner Development & Support team
- Maintain AIB and Feeding America standards
- Support and enforce Community Marketplace rules to partner organizations
- Stock and display freezer and cooler items

**Qualifications:**

- Creative, energetic and well-organized person with strong interpersonal skills
- Bilingual Spanish a plus, but not required
- Ability to work with ethnically diverse communities, to work cooperatively and with flexibility
- Ability to work independently and with teams
- Team player who takes initiative, is flexible and adaptable to change
- Able to safely operate material and handling equipment
- Able to deal with complexity and make sound decisions
- Able to stock heavy cased canned good items repeatedly every day
- Capable of working in a freezer/refrigerator environment
- Able to lift 50 lbs. and work standing for several hours at a time

Send cover letter and resume to [refb.jobs@gmail.com](mailto:refb.jobs@gmail.com) with the title of the position as in the subject line.