

CLIENT SERVICES – JOB DESCRIPTION

Chilhowee Baptist Center

1905 East Broadway

Maryville Tn, 37804

(865)981-2992

Monday- Wednesday 9am-2pm

'Lunch from 12-12:30

Thursday 4pm-8pm

- \$17/hour
- Be available for 20-hour work week
- Administrative Duties
- Answer phones
- Make appointments
- Check in clients
- Assist clients with food forms
- Record phone messages
- Document client information into computer
- Completion of Food Safety Certification

Contact: Michael or Paaronica Buchanan cbc@cballive.org