

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 Pauronica Buchanan cbc@cbalive.org