JOB LISTING

Meeting Point Associate

Position Available:  Immediately
Posting Date:  01/29/14
End Date:  Open until filled

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH’s on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is seeking cordial and diligent individuals to provide customer service and ensure the satisfaction and sense of welcome to all guests of the Meeting Point Café and Bookstore. Reporting to the Meeting Point Manager, a Meeting Point Associate must be an individual with the utmost sense of duty and responsibility.

These positions are part-time, and require availability in the afternoons and evenings, Thursday through Sunday. Additional shifts may also be available.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Greeting and tending to the needs of all guests so that they feel welcomed and adequately served
- Answering incoming telephone calls on store phone, addressing questions or taking messages as needed
- Keeping the café and bookstore fully stocked and clean for optimum guest comfort
- Operating the register system for guests to purchase or return items as needed
- Maintaining adequate cash and change supply in registers
- Assisting guests in searching for particular items of interest
- Preparing food products while maintaining the highest of quality standards
- Keeping food stock properly stored and rotated at all times
- Washing dishes regularly throughout the day and at closing
- Addressing guest suggestions or complaints with friendly and understanding attitude
- Communicating with other team members and with management regarding current issues, potential ideas, concerns or other issues regarding the bookstore/café
- Preparing and shipping orders via USPS, UPS or other means, including preparing online labels, scheduling pickups, etc.
- Performing other duties as assigned
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Qualifications
Required:
• At least two years of prior successful customer service experience
• Solid experience running a computerized cash register and handling money
• Excellent customer service and communication skills
• Stable job history and ability to work a flexible schedule

Preferred:
• Prior food service experience

To apply
Interested individuals should forward a letter of interest (listing desired hourly pay rate) and CV/resume to our Office of Human Enrichment at jobs@muih.edu, referencing “1404 – Meeting Point Associate” in the subject line of the email.