

JOB LISTING

Meeting Point Associate

Position Available: Immediately

Posting Date: 05/20/2015

End Date: Open until filled

Maryland University of Integrative Health is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners, and deliver more than 35,000 clinical treatments and consultations each year.

Maryland University of Integrative Health is seeking cordial and diligent individuals to provide excellent 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.

Weekday and weekend shifts are open. Full and part-time position are available, and candidates with the greatest scheduling availability will be given preference.

Responsibilities/Duties

A Meeting Point Associate will:

- Greet and tend to the needs of all guests so that they feel welcomed and adequately served
- Assist guests in searching for particular items of interest
- Prepare food products while maintaining the highest of quality standards
- Keep the Meeting Point fully stocked and clean for optimum guest comfort
- Operate the register system for guests to purchase or return items as needed and also let manager or shift supervisor know when change is needed for the register
- Answer incoming telephone calls on store phone, addressing questions or taking messages as needed
- Keep food stock properly stored and rotated at all times
- Run errands as needed
- Wash dishes regularly throughout the day and at closing
- Address guest suggestions or complaints with friendly and understanding attitude
- Communicate with other team members and with management regarding current issues, potential ideas, concerns or other issues regarding the Meeting Point
- Answering incoming telephone calls on store phone, addressing questions or taking messages as needed
- Perform other duties as assigned

JOB LISTING

Meeting Point Associate

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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 "1514 – Meeting Point Associate" in the subject line of the email.

Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Equal Opportunity Employer