JOB LISTING

Meeting Point Associate
Position Available: Immediately
Posting Date: 02/23/2015
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 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 Friday evenings and on the weekends. Additional daytime shifts may also be available.

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 café and bookstore fully stocked and clean for optimum guest comfort
• Operate the register system for guests to purchase or return items as needed
• Answer incoming telephone calls on store phone, addressing questions or taking messages as needed
• Maintain adequate cash and change supply in registers
• Keep food stock properly stored and rotated at all times
• 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 bookstore/café
• Perform other duties as assigned
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 “1504 – Meeting Point Associate” in the subject line of the email.