



PO Box 62 | 211 N Fir Ave | Deer Park WA 99006 | 509-276-6897 | director@greenhousedp.com

GreenHouse Food Bank and Resource Center is hiring:

Client Services Manager

Motivate and supervise a small staff of volunteers dedicated to customer service, food handling and food distribution in a manner that fosters a cooperative and inclusive environment.

Be aware of safety concerns, do what you can, and inform the Operations Manager of anything needed in this regard.

Client intake and related record keeping

Facilitate the flow of client services.

Share helpful resources, especially SNAP, with clients according to GH guidelines and partner agency requirements.

Provide annual energy assistance to clients meeting requirements and within predetermined limits.

Securely store client information.

Requirements: Respect for client confidentiality, good communication skills, ability to lift fifty pounds

Hours: 12 per week

Pay range: \$16.50 – 17.50/hr.

Benefits:

- 11 paid holidays for 4 hours each and
- Paid time off accrued at 10/12 days per month, to use after 90 days.

To apply please send your completed application form, resume, and cover letter to director@greenhousedp.com

The GreenHouse Food Bank serves our community by providing the most basic needs for people of all ages.