

**JOB DESCRIPTION**

<b>Job Title</b>	Customer Service Attendant	<b>Department</b>	Front Office
<b>FLSA Status</b>	Non-Exempt	<b>Reports To</b>	Front End Lead
	<input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-time	<b>Hours</b>	Max 29
<b>Date Created</b>		<b>Approved</b>	

**Primary Functions:** The Customer Service Attendant is responsible for providing friendly, polite customer service in services provided.

**Essential Functions**

- Maintains compliance with company policies and procedures with respect to department operations, quality, safe food handling, to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Responsible for gathering carts, removing debris, and returning carts to store.
- Offers and provides assistance in carry bags for customers and loading car.
- Provides sweeping of parking lot and prompt clean-up of any trash.
- Assists with price checks when available.
- Maintains a high-quality, service oriented attitude always.
- Any and all other duties as assigned.

**Competencies**

The Customer Service Attendant must be self-motivated, flexible, conscientious, and organized. Also, must be friendly and polite to customers as well as management and co-workers. The Customer Service Attendant must have the ability to work in fast-paced environment when required.

**Education and Experience**

Minimum 16 years of age  
 High School Education a plus  
 0-1+ year's work experience

**Physical Requirements**

Ability to be in a stationary position and/or move about for various intervals  
 Ability to utilize the phone (requiring auditory and verbal senses)  
 Ability to stand, bend, twist, reach, push, pull and rotate up to 50 lbs.  
 Regular and predictable attendance

**Disclaimer**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.*