



Lewis Food Town is offering a career opportunity to those interested in joining a team where growth and development is encouraged.

Service Center Representative - Part-Time Position (evenings & weekends)

Major Responsibilities

- Currently trained in Service Center operations (training will be provided)
- Proficient with 10 key adding machine with focus on accuracy and speed
- Offer excellent customer service with a genuine smile and eye contact
- Communicate well with management, employees and customers
- Responsible for maintaining security of all company assets
- Maintaining confidentiality
- Support customer service manager and management team
- Reconciling funds accurately
- Able to use all equipment in the Service Center
- Observe and comply with all policies and procedures
- Perform duties and assignments as directed; willing to take on new tasks not in the job description
- Setting a professional example for all co-workers

Position Requirements

- Must have strong communication and customer relation's skills
- Must demonstrate a willing, friendly, and courteous attitude
- Must be honest
- Must be reliable and able to arrive to work on time
- Neat and clean personal appearance in accord with Food Town Employee Handbook
- Demonstrate ability to listen, follow instructions, and accomplish work willingly
- Self-starter, recognize tasks that need to be done and follow through with those tasks