



## **Christian Service Center Volunteer Positions Overview**

### Administrative/Receptionist

- Answer phones which includes but not limited to answer questions, schedule appointments, explaining resources, etc.
- Filing paperwork
- Computer intake and editing in software system
- Basic computer skills are welcomed

### Front Counter

- Greet clients as they come into the Christian Service Center
- Verify the required documentation for services
- Answer client questions
- Monitor front area and client reception area

### Interviewer

- Interviewing clients and discussing their needs for assistance
- Good communication skills and a love for people
- Basic computer skills are required
- Willingness to share the Gospel message and offering to pray with clients

### Kitchen

- Stock and arrange shelves as needed during day
- Fill food boxes and prepare for distribution
- Assist with loading food boxes into vehicles
- Empty trash, record equipment temperatures, and maintain kitchen area

### Clothing/Sorting Room

- Assist clients in the clothing room with choosing clothing
- Stock clothing racks and shelves with sorted clothing
- Keep clothing and sorting area clean and tidy
- Sort clothing and donations to supply assistance needs

**If you are interested in volunteering or have any questions, feel free to contact us at:**

**386-755-1770**

**421 NW Washington St., Lake City, FL 32055**