

Fr. Gene's Help Center

Job Title: Bilingual Client Shopping Associate

Report: The Bilingual Client Shopping Associate will report to the Executive Director.

Job Description

The Bilingual Client Shopping Associate is responsible for assisting client shoppers and providing a high-quality shopping experience.

Father Gene's Help Center has seen a dramatic increase in Spanish speaking clients. This role is particularly focused on assisting Spanish speaking clients. Full professional proficiency in both verbal Spanish & English is required for this role and working proficiency in written Spanish is preferred.

The Bilingual Client Shopping Associate is strongly committed to hospitality and maintains a professional attitude with sincerity and enthusiasm, reflecting the commitment of Father Gene's Help Center to our clients.

Compensation: This will be a full time (40 hours per week), non-exempt position, paid an hourly wage of \$17. Other benefits include a monthly health insurance stipend of \$400 and eight paid holidays.

Key Responsibilities

- Welcome clients and provide outstanding customer service, in particular for Spanish speaking clients
- Facilitate daily operations of the client shopping floor
- Ensure the client shopping floor is well stocked and organized
- Assist in the display of merchandise
- Provide task guidance to volunteers
- Respond to general inquiries, in person and over the phone
- Rotate stock seasonally

Preferred Skills & Experience

- Full professional proficiency in verbal Spanish & English is required for this role. In addition, working proficiency in written Spanish is preferred.
- Commitment to serving those in need, nonprofit experience a plus
- Excellent communication & interpersonal skills
- Basic computer skills needed
- Physical demands: This position involves constant moving, talking, hearing, reaching, grabbing, and standing for at least four consecutive hours, in addition to other repetitive motions. May occasionally involve stooping, kneeling, crouching, climbing step ladders and lifting up to 40 lbs.
- 1-2 years of customer service, retail, or hospitality
- High school diploma or equivalent

To Apply

To apply for this position, please email to jobs@fathergeneshelp.org the following:

- Your resume
- A brief cover letter explaining your interest in the position
- The names & contact information (phone number & email addresses) for three (3) professional references

About Father Gene's Help Center

The mission of Father Gene's Help Center is to provide dignity through free clothing to people in need in the greater Milwaukee area. For more information, please visit our website at www.fathergeneshelp.org. Father Gene's Help Center is an equal opportunity employer.

