

****The Friendship CDC**

Looking for dependable individuals to fill roles within various programs. This is a second chance employer.

**Sweet Creations-* (all positions \$13-17/hr. DOE)

Position:

Kitchen Assistant (Cooks, Prep Chefs, Dishwasher)

- Assist with food prep at cafe located at 7th Street Station.
- Currently operating on a four day work week
 - Thursday - Sunday (9am to 7pm Thur. - Sat; 9am to 5pm Sunday)
- Ideal candidates would have 2-3 years of food preparation experience in a commercial kitchen.
- Duties include prep for cafe and catering orders. Part time and full time opportunities exists for this position.

**The Cafe*

Position:

Cashier-(Pay \$14-16 DOE)

- The Cafe is a fast paced casual cafe where customers order at the counter.
- The ideal candidate will provide a welcoming positive experience for customers with prompt friendly service.
- Duties include processing orders on TOAST POS system, bagging items, table side delivery, preparing beverages and other customer focused activities.
- Currently operating on a four day work week Thursday - Sunday. (9am to 7pm Thursday - Saturday; 9am to 5pm Sunday).
- Part time and full time opportunities exist for this position.

**My Sister's House/ Rapid Rehousing*

Position:

Administrative Assistant

- Administrative Assistant with strong administrative skills and a passion for people.
- This position works directly with our homeless client population and residents at My Sister's House.
- Candidate should have strong verbal and written communication skills.
- Duties including answering the phone, completing and organizing administrative paperwork, receptionist duties at front desk.
- Part time hours are available and for strong candidates FT opportunities exists.
- This position reports to the Homeless Services Program administrator.

****All candidates need to show proof of COVID -19 vaccine for all positions.**

To apply: Send resumes to Tamara.aguilera@mecklenburgcountync.gov. Please include position you are applying for in the subject line.