

**CARDINAL GREENWAY, INC. (CGI)
PART TIME POSITION VACANCY**

TITLE	Weekend Customer Service Representative
PRIMARY WORK LOCATION	Muncie Headquarters
HEADQUARTERS/ OFFICE LOCATION	700 E. Wysor Street Muncie, Indiana 47305
SUPERVISOR	The Weekend Customer Service Representative reports directly to the Chief Executive Officer
WORK RELATIONSHIPS	The Weekend Customer Service Representative will work with trail users and guests, Greenway Staff and other volunteers in order to facilitate the use of the trail and facilities.
ESSENTIAL JOB QUALIFICATIONS	<ul style="list-style-type: none"> • High School graduate or GED equivalency • Ability to pass pre-employment/random drug screens • Valid Driver's License and good driving record • Ability to understand, memorize, retain and follow oral and written instructions • Ability to effectively communicate with co-workers, volunteers and the public in a friendly, positive manner. • Ability to operate small hand tools and air pumps. • Ability to walk, bend, reach, and move bicycles. • Ability to work independently
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Guest Relation duties including: Answering Phones Greeting Depot guests and visitors Engaging visitors and encourage signing of Depot guest book Capturing stories of the Trail • Keep a log of guest visits • Manage Cruiser Bike Program • Monitor and attend to gift shop guests • Restock Depot Snack Stop as needed • Clean the Depot-dust, sweep etc. • Restock paper towels and soap in bathroom • Take out trash as needed
SALARY/HOURS	Seasonal \$10.00 per hour/ Weekends 10-3
APPLY	Send or drop off resume to: Cardinal Greenways 700 E. Wysor Street Muncie, IN 47305