**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 Thu. - 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.