



Unit Descriptions

Business/Employment Unit

The Business/Employment Unit is responsible for:

- * Quarterly Newsletter * Computer * Education * Clubhouse Statistics *
Photocopying * Bulk Mailing
- * Faxing * Word Processing * Planning Events * Filing * Basic Accounting * Data
Entry * Career Exploration
- * Processing Payroll * Bookkeeping * Budgeting * Job Development * Resume
writing * Interviewing skills
- * Long term job support * Income Reports * Reach-Out * Web Development *
Deposit Preparation * Social Media

Membership Unit

The Membership Unit provides the following services:

- * Reach-Out * Media/Kiosk * Receptionist * Clubhouse Research * Customer
Service * Transportation * Clerical
- * Orientation * Tours of the Clubhouse * Landscaping * Building Maintenance *
Referrals for Services
- * Stocking Merchandise * Clubhouse Inventory * Van Maintenance * Janitorial
* Gardening

Food Services Unit

Food Services Unit provides the following services:

* Dining Room Setup * Menu Planning * Commercial Equipment Maintenance *

Stocking

* Customer Service

* Budgeting * Inventory * Food Preparation * Café Operations * Bulk Food

Ordering * Waiting Tables

* Money Deposit * Cashier Skills * Outreach * Data Entry/Tracking *Cash

Handling