HIGH HOPES CLUBHOUSE UNIT DESCRIPTIONS

Business/Employment Unit

The Business/Employment Unit is responsible for all administration, clerical, education and employment functions of the Clubhouse including:

* 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 * Outreach * Web Development * Deposit Preparation * Social Media

Membership Services Unit

The Membership Services 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 * Social Programming * Van Maintenance * Safety Meetings * Janitorial

Food Services Unit

The 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 * Clubhouse Bank
* Money Deposit * Cashier Skills * Outreach * Data Entry/Tracking * Cash Handling * Health & Wellness * Gardening