

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 Programing
- * 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

