

# firstServices Associate

**Job Title:** firstServices Associate

**Reports to:** firstServices Executive Director



## Job Purpose:

firstServices is one of nine student-run businesses in Penn Student Agencies. This business provides laundry, dry-cleaning, and water delivery services to Penn students on and off-campus. It is the mission of firstServices to help students save time in their busy schedules by taking care of time-consuming chores and delivering the finished product right to their door! The firstServices Laundry Associate supports the function of this agency by distributing water, drinks, laundry, and dry-cleaning to students at drop-off locations, as well as assisting managers by resolving customer concerns.

## Duties & Responsibilities:

- Distribute the products to the students in a professional and competent manner in order to ensure that students are receiving the service correctly and customers are satisfied.
- Maintain organization of the stock room.
- Keep the golf cart for deliveries in excellent condition.
- Handle customer questions and concerns in order to provide efficient and reliable service.
- Fulfill other duties as assigned.

## Attendance Requirements:

- Monthly Agency Meetings (1 hour)
- On time to all scheduled shifts
- Minimum 50% of all PSA GBMs (2 of 4 per semester)

## Preferred Experience & Skills:

- Passing the golf cart driver certification class is required.
- Strong interpersonal skills, problem solving skills, and dependability are required.
- Must be able to lift 25 pounds.

## Acquired Skills

- **Time Management:** Being able to accurately complete pick-ups with a push cart or a golf cart within no more than 2 hours.
- **Attention to Detail:** Associates need to make sure they are going to the correct addresses and picking the correct bags. This can be a bit complicated in the quad which is a very old building and has many different sections.
- **Google Sheets Proficiency:** Our client lists and requests are in a shared google sheet that associates must update and work with in order to complete their deliveries.
- **Physical Endurance:** Laundry and water deliveries are very physically demanding. Overtime associates will acquire strong mental and physical endurance.

**Wage:** \$9.50-\$11 per hour, depending on experience.

**Hours:** 8 hours per week.