



(770) 465-4000

Internet Café

\$ **5**
Per Hour

Job Description

Position:	Computer Center Assistant Part-time
Reports To:	Store Owner
Supervises:	None
Posted:	09/1/2010
Shift:	11am – 4pm / 4pm – 9pm (2 Shifts)
Salary Range:	\$7.25 - \$9.00 per Hour

Job Summary

Under the supervision of the Store Owner, assists patrons needing technical assistance in the use of computers, computer software and applications. Maintain computer integrity, hardware and functionality. Assist in all areas of PC Support and Internet Café functions including printing, faxing, scanning and copying.

Duties and Responsibilities

1. Registers patrons to use the computers in the café and keeps statistic.
2. Assists patrons needing technical assistance in the internet, e-mail, resume, Microsoft Office, and other computer software. Assist patrons with internet research as well.
3. Maintains computer hardware including computers, printers, and associated peripherals. Investigates problems, take corrective action, and reports unsolved problems to the Manager.
4. Monitors internet activity and take corrective measures if necessary.
5. Record store traffic and hourly activity and provide hourly reports.
6. Process cash and credit transactions from patrons.
7. Other duties as assigned or as necessary.

Job Requirements

- Must be honest and maintain a high degree of integrity and professionalism.
- Be physically able to perform the essential functions of the job with or without reasonable accommodations.
- Must be able to assemble/disassemble or move around computers and monitors daily.
- Ability to use computers and to utilize computer software.
- Effective oral and written communications skills.
- Ability to listen and follow complex written and oral instructions.
- Ability to communicate with slow pace learners and provide assistance.
- Ability to conduct oneself with tact and courtesy regardless of situations.
- Ability to maintain and establish effective working relationships with co-workers and the public.
- Ability to make decisions in accordance with established policies and procedures.