



Job Opening

Maryhouse Front Desk Receptionist (Part Time)

Position Hours: Monday 6:45 AM – 2:45 PM; Tuesday – Thursday 6:45 AM – 11:45 AM

Maryhouse, a program of Loaves & Fishes, is a daytime drop-in hospitality center for women and children experiencing homelessness. We provide support, refuge and crisis intervention to our guests. Our core program services include breakfast, showers, toiletry/hygiene items, a mail/messaging service and resource counseling.

The Front Desk Receptionist is responsible for:

- Greeting guests and visitors warmly, welcoming them to Maryhouse and explaining program services.
- Answering the phone, providing information regarding Maryhouse services and local resources for women and children experiencing homelessness.
- Taking over the phone and in person messages for staff and guests.
- Filing and distributing mail to Maryhouse guests.
- Ability to manage the Maryhouse lobby & perform basic clerical duties.
- Facilitating Maryhouse's 'Quick Renewal' process.
- Cleaning the lobby at the end of the day.
- Collaborating with all members of the Maryhouse staff to provide hospitable, low-barrier services to our guests.
- Modeling respectful & hospitable behavior toward volunteers, donors, guests, staff, etc and represent Maryhouse professionally at all times.
- Receiving training in other Maryhouse jobs in order to fill in as needed as well as, performing other duties as assigned.

Qualities required:

- Desire to work compassionately with women and children experiencing homelessness.
- Ability to work with individuals experiencing various levels of crisis including but not limited to, mental illness, drug/alcohol addiction, domestic violence, etc.
- Ability to stand for entire shift, bend, lift at least 20 lbs and go up and down stairs.
- Willingness and temperament to work in a fast-paced, high energy and unpredictable environment.
- Ability to work collaboratively with co-workers as a team.

Qualifications:

- HS Diploma or equivalent.
- Experience working with homeless or marginalized population.
- Excellent written & verbal communication skills.
- Basic computer skills, specifically, MS Office.

Application requirements:

- Resume & Cover Letter

To apply please submit resume and cover letter by October 30, 2020 to Human Resources, PO Box 13495 Sac, CA 95813, or fax to Human Resources at (916) 446-9376, or email to noel@sacloaves.org