



### Maryhouse Inventory Coordinator & Guest Services Support

Position Hours: Full Time with Benefits | Monday – Friday, 6:00 AM – 2:00 PM

Starting Salary: \$31,200 (\$15/hour)

Maryhouse, a program of Loaves & Fishes, is a daytime drop-in hospitality & survival center for women and families experiencing homelessness. We provide showers, breakfast, diapers, menstrual/incontinence supplies and personalized resource counseling to thousands of vulnerable people every year.

#### The Inventory Coordinator is responsible for:

- Providing survival supplies to guests at the Dispensary window.
- Coordinating inventory delivery from the warehouse daily.
- Maintaining running inventory of the items in the program.
- Communicating regularly with the program director about program needs.
- Bringing donations into the program regularly.
- Collaborating with all members of the Maryhouse staff to provide hospitable, no-barrier, trauma informed 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 families experiencing.
- Ability to work with individuals experiencing various levels of crisis including but not limited to mental illness, drug/alcohol addiction, domestic violence, etc. Crisis de-escalation training is a plus.
- Willingness and temperament to work in a fast-paced, high energy and unpredictable environment.
- Ability to maintain strong professional boundaries.
- Ability to stand for an entire shift, bend, lift at least 25 lbs., and go up and down stairs.
- Ability to work collaboratively with co-workers as a team.

#### Qualifications:

- Excellent written & verbal communication skills.
- Basic computer skills.
- Experience with active listening, de-escalation and crisis intervention.

#### Application requirements:

- Cover letter
- Resume

#### Loaves & Fishes Mission Statement:

In an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

To apply please submit resume to Human Resources, PO Box 13495 Sacramento, CA 95813, fax to Human Resources at 916-446-9376 or email to [hr@sacloaves.org](mailto:hr@sacloaves.org) no later than **May 31, 2021**.