



## **Friendship Park Guest Services Coordinator**

Full Time 40 hours per week, includes medical and dental benefits

Monday – Friday 6:45am – 2:45pm

Friendship Park, a program of Loaves & Fishes, is a daytime hospitality center for homeless men and women. Our programs include guest advocacy/outreach, resource information, breakfast, showers, toiletry/hygiene items and survival gear. Staff works collaboratively to provide compassionate and non-judgmental service to all our guests.

Under the direction of Friendship Park Director and/or supervision of the Assistant Park Director, a Guest Services Coordinator is responsible for various duties and services provided by Friendship Park, while ensuring the safety and dignity of all who come to Loaves & Fishes. This is a full time position (Monday - Friday) including medical & dental benefits.

### Typical tasks include but are not limited to:

- Distribution of meal tickets
- Work in our service center and input data entries
- Fair distribution of both donated and purchased items to our guests
- Manage system for fairly charging guest cell phones, day storage of guests' belongings
- Monitor property and guests for any possible safety or security issues
- Maintain communication with L & F staff through 2-way radio
- Respond to calls for assistance by other programs
- Maintain a positive presence within the park and on the street at all times (excluding breaks)
- Refill toilet paper and plunge toilets in park restrooms as needed
- Other duties as assigned

### Qualifications:

- Have knowledge of and a commitment to the mission and philosophy of Loaves & Fishes
- Must be computer literate with data entry skills
- Ability to maintain personal and professional boundaries
- Candidate must be detail oriented, possess good written and oral communication skills
- Have the ability to be a self-starter and work well both independently and as a team
- Must be able to walk and be on your feet outdoors for long periods of time

**Please email your resume to [HR@sacloaves.org](mailto:HR@sacloaves.org) or mail to P.O. Box 13495, Sacramento Ca. 95813  
or fax to 916-446-9376 **no later than July 31, 2021****