



### **Maryhouse Front Desk Receptionist**

Full Time, medical and dental benefits included, \$15.50/hour  
Monday – Friday, 6:45 AM – 2:45 PM (40 hours/week)

Maryhouse, a program of Loaves & Fishes, is a daytime drop-in hospitality center for women and families 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.
- Cleaning the lobby at the end of the day.
- Collaborating with all members of the Maryhouse staff to provide hospitable, no-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 families 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:**

- Experience working with homeless or marginalized population.
- Excellent written & verbal communication skills.
- Basic computer skills, specifically, MS Office, Gmail and Google Docs.

#### **Application requirements:**

- Resume & Cover Letter

Please submit your resume and cover letter to [HR@sacloaves.org](mailto:HR@sacloaves.org), or fax to 916-446-9376 or mail to Human Resources P.O. Box 13495 Sacramento, CA 95813 by **October 25, 2021.**