



### **Maryhouse Inventory & Guest Services Support**

Position Hours: Full Time, medical & dental benefits included; \$16.50 per hour

Wednesday- Sunday, 6:45 AM - 2:45 PM (40 hours/week)

Training Schedule for first 2 weeks is Monday - Friday 6:45 AM - 2:45 PM

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

#### The Inventory & Guest Services Support person is responsible for:

- Providing survival supplies to guests at the Dispensary window
- Maintaining a clean and organized environment for inventory to be stored
- Communicating regularly with the program staff about program needs
- Bringing donations into the program regularly
- 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 homeless women and families
- Ability to work with individuals experiencing various levels of crisis including but not limited to, mental illness, drug/alcohol addiction, domestic violence, etc
- Willingness and temperament to work in a fast-paced, high energy and unpredictable environment.
- Ability to work collaboratively with co-workers as a team
- Ability to maintain strong professional boundaries
- Ability to stand for long periods of time, bend, lift at least 25 lbs and go up and down stairs and stand for an entire shift
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#### Qualifications:

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

#### Application requirements:

- Cover letter
- Resume

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 **August 31, 2022.**