



Position Description Facility Attendant

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials, and with the mission, through Christ, we provide dignified solutions for those experiencing poverty and homelessness.

Summary:

The Facility Attendant will help the Oasis Manager at the drop-in center for the homeless. Ensure all clients entering the OASIS will be handled with respect and dignity. Acknowledging needs are addressed.

Other Responsibilities Include:

- Stock Oasis with food from the pantry
- Clean common areas, showers, and laundry, and ensure the facility is presentable
- Light Maintenance
- Assist homeless clients with the laundry process
- Communicate openly with staff and volunteers
- Maintain a safe, secure, and healthy work environment by following safety practices and policies, as well as complying with all health and safety regulations
- Open and manage the day-to-day operations when Oasis Manager is not present
- Perform other duties as requested or required

Time Requirements: Full-Time position

Qualifications Include:

- A heart for ministry through The Sharing Center
- Ability to work with minimal supervision
- Light maintenance skills, eg, calking, use of basic tools painting
- Ability to handle crises
- Ability to enforce rules and policies
- Ability to effectively engage homeless individuals in a non-judgmental manner
- Compassion, initiative, flexibility, and sound judgment
- Excellent customer service
- Ability to work with volunteers
- Problem-solving skills
- Ability to work as a team

Reports to: Oasis Manager

Physical Demands / Working Environment:

- Stand/walk for long periods without a break
- Stoop, kneel, crouch, crawl
- Lift, pull, push, and carry up to twenty-five pounds
- Able to lift to 40 lbs.

Salary Range: Start \$12.10 / hour

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

8-hour shift

Work Location:

One Location

Equal Employment Opportunity:

It is the policy of The Sharing Center to provide equal employment opportunities to all employees, applicants, and clients. The Sharing Center does not unlawfully discriminate on the basis of race, religion, color, creed, ancestry, national origin, citizenship, age, gender, marital status, parental status, sexual orientation, membership to any labor organization, political ideology/affiliation, disability of an otherwise qualified individual, or any other legally protected basis, to the fullest extent provided by federal, state, and/or local law.

All qualified applicants should submit a cover letter and resume to Renee Finegan at renee.finegan@thesharingcenter.org.