

Job Title: On-Call Residential Services Staff

Schedule: On-Call

Location/Department: Community and Family Shelters

Reports To: Shelter Manager



Job Description

Summary:

On-call Residential Services Staff assist clients and staff with daily activities of the shelter such as guest supervision, food service, maintenance, over night and weekend guest scheduling. On-call staff may work at any shelter site as needed. On-call staff will provide coverage for staff illness, vacations, etc. The on-call work hours may not be consistent and subject to last minute scheduling.

Duties:

- Assist with shelter guest supervision.
- Helps with food services as requested by management.
- Assist in making sure program rules and policy are being followed.
- Helps with janitorial duties as needed.
- Attends meetings that relate to job responsibility or asked to attend by the Residential Manager.
- Complete other duties as requested by the Residential Manager.

Required qualifications:

- Employment eligibility verification.
- Updated tuberculosis test.
- Successful completion of background screening.

Physical Requirements:

Residential Services Staff are often required to assist with the operations of the shelters. The activity \may include...

- Long stretches of standing
- Lifting and carrying up to 40lbs
- Using cleaning supplies

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.

Employee's signature

Date