



Maryhouse Breakfast Coordinator

Position Hours: Part Time (28 hours/week)

Monday, Tuesday, Thursday & Friday 6:00 AM - 11:00 AM,

Wednesdays 6:00 AM - 2:00 PM

\$19.00 - \$21.00 per hour

Maryhouse, a program of Loaves & Fishes, is a daytime drop-in hospitality & survival center for unhoused women and families. We provide showers, breakfast, menstrual/incontinence supplies, mail/messaging service and personalized resource counseling to thousands of vulnerable people every year. Under the direction of the Maryhouse Director, our Breakfast Coordinator is responsible for various duties and services provided by Maryhouse.

The Breakfast Coordinator is responsible for:

- Recruiting and maintaining breakfast volunteers
- Overseeing breakfast preparation and service for women and children experiencing homelessness
- Coordinating clean-up duties of kitchen and dining room
- Ensuring food safety procedures are followed by staff and volunteers
- Ordering food and supplies from Loaves & Fishes Warehouse
- Undergoing Food Handling Training and Certification
- Performing basic clerical duties
- Collaborating with all members of the Maryhouse staff to provide hospitable, low-barrier services to our guests
- Modeling respectful & hospitable behavior toward volunteers, donors, guests, staff, etc and representing 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 30 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:

- HS Diploma or equivalent
- Experience working in food service
- Experience working with homeless or marginalized population preferred
- Excellent written & verbal communication skills
- Basic computer skills, specifically, MS Office

Application requirements:

- Resume

Loaves & Fishes Mission Statement:

In an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

To apply, please submit resume to Human Resources, PO Box 13495 Sac, CA 95813, fax to Human Resources at (916) 446-9376, or email to hr@sacloaves.org