



POSITION TITLE: Client Safety

DEPARTMENT: Operations

REPORTS TO: Director of Client Services

POSITION SUMMARY: This position will perform basic security functions over the campus. Employee will assist in the distribution of daily meals and coordinate the daily cleaning of dining area.

SALARY RANGE: \$11.00 to \$12.00 per hour based on experience.

SCHEDULE: Part time not to exceed 29 hours per week, nonexempt.

POSITION REQUIREMENTS

EDUCATION: High school diploma or equivalent.

EXPERIENCE: A minimum of one-year experience providing direct customer service or like experience in security related field.

POSITION KNOWLEDGE: Excellent human relation's skills are required for this position. Position requires the ability to work with a variety of personalities in a professional manner. Employee must be able to communicate effectively with clients, volunteers and guests of our facility.

PHYSICAL DEMANDS: Typical positions require workers to sit, walk or stand for long periods; lift and carry up to 25 pounds from floor to waist; bend, kneel, crouch, reach; hold, grasp and turn objects.

PHYSICAL & MENTAL: Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting and climbing.
Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-50 pounds.
Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision
Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone/radio and in person
Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking,

occasional exposure to situations involving trauma, grief, or death
Environmental: frequent work in dining and warehouse environment, occasional work in a standard office environment, occasional exposure to varied weather conditions.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance, and/or have access to reliable transportation.

PRINCIPAL DUTIES

1. Performs general routine patrolling the campus.
2. Crowd control and line organization during meal service, ensures that proper meal counts are recorded daily.
3. Maintains the cleanliness of dining room and supply closets.
4. Willing and able to assist in the training and coordinating of volunteers assigned to assist in the dining area.
5. Enforce all policies and procedures of our campus.
6. Assist when required in various departments to provide a safe environment for all.
7. Ensures grounds are maintained trash free on weekends.
8. Carry out other duties as assigned.
9. Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.