



POSITION TITLE: Men's Hygiene Coordinator

DEPARTMENT: Men's Hygiene Center

REPORTS TO: Director of Guest Safety

POSITION SUMMARY: This position is responsible for assisting with the daily operations of the Hygiene Center and ensuring that our center provides men with clothing, hot showers and hygiene supplies.

SALARY RANGE: \$13.00 - \$14.00 per hour

SCHEDULE: Full-time, 35 hours a week. Monday through Friday, 7:30am-3:00pm.

POSITION REQUIREMENTS

EDUCATION: High school diploma, GED or its equivalent

EXPERIENCE: Some work experience in clothing retail and/or laundry services.

POSITION KNOWLEDGE: Knowledge or methods, practices, and materials used in the receiving, storage, handling and cleaning of clothing. Ability to deal courteously and tactfully with others. Bilingual in Spanish preferred.

LICENSE: Must possess a valid California identification card.

PRINCIPAL DUTIES

1. Assists in the operations of the Men's Hygiene Department in furnishing clothing and supplementary personal care products and services.
2. May assist in the supervision and training of volunteers.
3. Assists supervisors in ensuring that proper statistical information is kept in order to address funding and/or grant requirements.
4. Assists with the sorting, organizing, maintenance and cleaning of clothing inventory.
5. Monitors the distribution of clothing (and supplementary products) to ensure a fair distribution in accordance with St. Mary's Dining Room policy.
6. Maintains the premises and inventory in a clean, orderly and inviting fashion.
7. Ensures that all equipment is maintained and used properly.
8. Assist guests with appropriate referrals to other services.
9. Ensures that restrooms and shower areas are cleaned and disinfected daily.

10. Report any safety concerns to the director immediately.
11. Will work to serve our guests with an emphasis and focus on dignity.
12. Will embrace our mission statement and work to enrich the lives of the guests we serve.

St. Mary's Dining Room 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.