**Job Title:** Shelter Support Staff

**Classification:** Part-time and hourly, non-exempt under FLSA

**Required Education and Experience:** High school diploma, GED, or equivalent experience. Preferred: prior professional cleaning and/or food service experience.

**Expected Hours of Work:** Flexible scheduling, up to 30 hours per week. Early morning, evening, and weekend hours available. At least one Sunday evening per month.

**Work Location**: EVE’s confidential shelter in Lansing, MI; some travel to Food Bank and local stores involved, with mileage to be reimbursed according to agency policy.

**Supervisor:** Facilities Manager

**Pay Range:** $16-17/hour

**Summary of Functions:** Shelter Support Staff help to create a clean and welcoming environment for EVE clients who are staying in EVE’s shelter. They will help with cleaning client spaces and tracking food inventory for shelter residents.

**Shelter Support Staff Responsibilities:**

* Maintain shelter supplies and inventory by checking stock, organizing and rotating products, and placing grocery and food bank orders.
* Clean and disinfect shelter community areas, including kitchen, laundry room, dining room, lobby areas, resident suites, and shelter bathrooms regularly.
* Coordinate with other shelter staff for food pick-ups from the Greater Lansing Food Bank and area stores weekly.
* Plan and prepare nutritious grab-and-go meals for shelter clients.
* Maintain safe and efficient food prep and storage procedures for staff and residents.
* Supervise kitchen volunteers with attention to cleanliness, sanitation practices, and proper use of appliances and equipment.
* Prepare residential rooms for new client intakes.
* Clean and disinfect residential rooms following client exits.
* Attend Shelter Meeting (held Sunday evenings) at least once per month to engage with clients on food and other shelter needs
* Other duties as assigned.

**Shelter Support Staff Requirements:**

* Perform characteristic duties as outlined above.
* Knowledge of the effects of trauma and how that impacts well-being.
* Ability to work in a fast-paced environment and adapt to the unexpected.
* Demonstrate empathy.
* Ability to maintain confidentiality and professional boundaries.
* Ability to work with diverse populations and support an inclusive work environment.

**Physical Requirements:**

* Walk up and down stairs (no elevator available), including while carrying cleaning supplies.
* Ability to lift up to 50lb.
* Noise levels can vary from very quiet to very noisy.
* Mostly independent work, but some teamwork, client interaction, and meetings involved.
* Driving vehicle to pick up food from food bank and local stores.

**Pass a criminal background check**

**Possess a valid Michigan Driver’s License and up-to-date vehicle insurance.**

**To apply please email your resume and cover letter to Dr. Keiondra Grace at** [**kgrace@eveinc.org**](mailto:kgrace@eveinc.org)**.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**