



JOB DESCRIPTION

JOB TITLE: Shelter Kitchen Aide/Housekeeper	
Job Family: Facilities and Other Support Staff	Supervisor: Shelter Program Manager
Classification: Full-Time; Non-Exempt; Hourly	On-Call Responsibilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Schedule/Hours of Work: 40 Hours per Week Wednesday – Saturday 9am-7pm	Location: In-Person Only Independence campus
Title(s) of Immediate Subordinates: N/A	Total Number of Employees Supervised: Directly: 0 Indirectly: 0

POSITION SUMMARY:

The Shelter Kitchen Aide/Housekeeper is responsible for heating and serving meals to shelter residents and maintaining the cleanliness, health, and sanitation of the shelter facility. This position will also assist with other operations needs within the shelter building.

ESSENTIAL FUNCTIONS:

- Heat and serve meals prepared by the Shelter Cook, including the set-up, serving, and clean-up of lunch and dinner meals three days per week.
- Maintain health and sanitation standards of the shelter building by utilizing checklists provided and amended by the Shelter Program Manager.
- Perform daily cleaning of the shelter building, including pod living, bath, and laundry rooms; exterior patio and porch areas; interior common areas such as the foyer, dining room, galley, playroom, etc.; and the staff work area, front desk area, advocate offices, staff bathroom, and staff laundry room.
- Assist with the completion of kitchen and house laundry.
- Empty all recycling bins and trash receptacles.
- Sort and put away all exited client belongings in a timely manner.
- Assist in cleaning and preparing client bedrooms when clients exit.
- Identify minor maintenance issues and communicate them to the Shelter Program Manager.
- Maintain inventory of cleaning supplies and materials used by clients and alert the facilities department when supplies need to be restocked.
- Follow all Hope House service philosophies, policies, and procedures.
- Perform other duties as requested.



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IMPORTANT COMPETENCIES (Knowledge, Skills, and Abilities)

- Maintain appropriate boundaries when working with clients and agency personnel.
- Maintain confidentiality, neutrality, and professionalism in role.
- Demonstrate basic computer and digital literacy skills.
- Demonstrate knowledge of the dynamics and causes of domestic violence and a commitment to end domestic violence as a social problem.
- Adapt to change productively and handle other tasks as assigned.
- Arrive to work promptly and regularly.
- Concentrate and perform accurately.
- Clean up after others.
- Operate cleaning equipment such as vacuums, mops, sweepers, and brooms.
- Understand and effectively carry out oral and written instructions.

Post offer, pre-employment screening requires successful completion of a Children's Division screening and criminal background check; and valid driver's license, current motor vehicle insurance, and acceptable motor vehicle record report.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, hear and reach with hands and arms. The employee may occasionally lift and or move objects weighing up to 50 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception and ability to focus.

This position requires an individual to tolerate exposure to cleaning agents on a daily basis; tolerate exposure to heat in the kitchen environment; tolerate exposure to all weather conditions; perform repetitive manual tasks that require agility and manual dexterity; and sort, stack, and arrange items in an organized manner.

TRAVEL REQUIREMENTS

This position may be required to travel between Hope House facilities.

EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS:



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- 18 years of age or older.
- Possess or have the ability to obtain a City of Independence Food Handler's Card (manager's course) within 30 days of employment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Hope House is an Equal Opportunity/Affirmative Action Employer