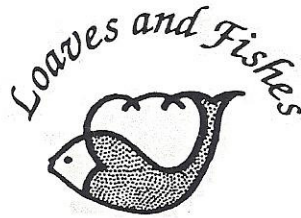

**Emergency Overnight
Shelter and Services**

831 N. Sycamore St.
(Corner of Oakland & Sycamore)
Lansing, MI 48906



Ministries

**Transitional Housing
and Services**

Zacchaeus House for women
with children
Luke's House for single men

Telephone (517) 482-2099 Fax (517) 482-6848

loavesandfisheslansing.org



OVERNIGHT FACILITIES MANAGER – PART TIME

JOIN THE LOAVES AND FISHES MINISTRIES (L&F) FAMILY TODAY! Make a difference in the lives of people experiencing homelessness by working at our small but mighty shelter! This is a great opportunity for students or retired persons! We are looking for two to three new employees to work 20-29 hours per week as Overnight Facilities Managers.

A little about us and why people want to work with us: L&F is a homeless shelter located in the Lansing community. We provide an emergency overnight shelter and two transitional houses, advocacy and support services for our guests in a non-judgmental and accepting atmosphere. Our purpose is to serve, not convert, respecting each person's spiritual path. We genuinely care about our employees and their families, as well as our guests.

What we're looking for in an ideal team member:

- **Education:** High school diploma or equivalent.
- **Work availability:** Must be available for overnight and weekend shifts. Shifts generally scheduled Sunday through Thursday from 10:00 p.m. – 7:00 a.m., and Friday and Saturday from 10:00 p.m. – 9:00 a.m.
- **Required skills:** Ability to use good judgment and remain calm and professional in stressful situations.
- **Bonus qualifications:** We'd love it if you have worked with people experiencing homelessness.

What you'll typically be doing:

- Monitor the facility, people entering and exiting the building, and ensure the safety of all individuals at the shelter.
- Monitor security equipment, such as security camera and alarm system.
- Regular rounds to check safety of property and all individuals.
- Provide assistance to guests, including preparing meals, doing laundry and providing basic necessities.
- Ensure all guests in the shelter are following L&F rules and policies.
- Respond to any emergency situations that may arise.
- Document any incidents or situations that occur for other staff to address.
- Cleaning and general maintenance as instructed
- Ensure that guests have vacated the shelter by the designated time each morning.

- Overnight Facilities Managers are permitted to sleep during overnight hours so long as all assigned job duties have been completed and with the understanding that they remain on duty in the event of any urgent need and/or emergency.

Compensation is from \$14.00 - \$17.00 per hour commensurate with qualifications and experience. Ongoing training opportunities available.

Please email resume' to director@loavesandfisheslansing.org.

Loaves and Fishes Ministries is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.