



**POSITION TITLE:** Guest Safety

**DEPARTMENT:** Guest Safety

**REPORTS TO:** Director of Guest Safety

**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:** \$15.00-\$17.00 per hour based on experience.

**SCHEDULE:** Full-time, 35 hours per week, nonexempt. Schedule varies upon department needs.

**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:** Proven work experience in a safety or security related position. Excellent human relation and interpersonal 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 guests, staff and volunteers of our facility. Knowledge of safety and response procedures. Knowledge and awareness of potentially hazardous or dangerous practices. Familiarity with collecting and recording data. Outstanding organizational and time-management skills. Critical thinker and problem-solving skills.

**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

- Responsible for being the acting department lead when the Director of Guest Safety is off campus.
- Manage shift coverage and employee breaks.
- Act as first responder to all safety code calls.
- Monitor and anticipate unsafe conditions, initiating and maintaining cooperation within an organization on safety matters.
- Ensure that staff, volunteers and guests are in compliance and adhering to safe practices.
- Responsible for ensuring proper reporting of all incidents and unsafe practices within department and campus wide.
- Advise and lead guest safety team on various safety-related topics.
- Adhere to all the rules and regulations as stated in the employee handbook.
- Conduct risk assessment during shifts to ensure continual safety of all on our campus.
- Enforce preventative measures.
- Oversee workplace/department repair, completing work orders when necessary.
- Performs general routine patrolling the campus.
- Crowd control and line organization during meal service, ensures that proper meal counts are recorded daily.
- Oversees and ensures the cleanliness of dining room and supply closets.
- Willing and able to assist in the training and coordinating of volunteers assigned to assist in the dining area.
- Log and track community service hours within the department.
- Enforce all policies and procedures of our campus.
- Assist when required in various departments to provide a safe environment for all.
- Ensures grounds are maintained trash free on weekends.
- Responsible for ensuring campus and designated areas are securely locked when working the evening shift.
- Engage with volunteers, guests and campus visitors in a way that represents the organization positively and professionally, while ensuring staff do the same.
- Carry out other duties as assigned.
- 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.

occasional exposure to situations involving trauma, grief, or death

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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.

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