



**Program Assistant, Loaves & Fishes Feeding Program
Job Posting**

Catholic Charities is looking for a Program Assistant for the Loaves & Fishes Program. The Program Assistant will be under the direction of the Program Coordinator and will assist with daily operations. This position is full-time, and hours are generally 7:30am to 3:30pm, including working on Saturday with a day off during the Monday thru Friday work week. Flexibility with the schedule will be required.

JOB REQUIREMENTS

- Will clean the dining hall and bathrooms after meals, AND/OR, direct the volunteer groups in the set up and cleanup of the building – primarily the dining hall.
- While the building is open, greet and keep the daily count of guests.
- Assist with the pickup and stocking of supplies.
- Keep the grounds neat and picked up.
- Willing to work with in-crisis populations of various mental health concerns, and economic, ethnic, and racial backgrounds.
- Be able to coordinate the program without direction in the event the Program Coordinator is out.
- Oversee the regular maintenance of the facilities with regards to kitchen equipment, lights, and plumbing. Advance approval from the program coordinator is needed for major repairs.
- Flexibility is necessary during daily work hours.
- Will perform other related duties as requested.

EDUCATION, EXPERIENCE & SKILLS

- High School degree or equivalency.
- A minimum of two years' experience working with diverse populations.
- Knowledge of basic human relations and working with populations in need.
- Must demonstrate emotional stability and have high personal integrity.
- Capable of being calm and having non-judgmental interactions with people in various life situations.
- Must be able to work on a team, but also independently with little direction.
- Ability to use critical thinking to help bring solutions to problems.
- Strong written and oral communication skills.
- Must have a valid driver's license and reliable transportation.

CERTIFICATES, LICENSES, REGISTRATIONS

- May be asked to take the food handling class through the Metro Health Department.