

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER
DRIVER/BROWN SHIRT – ST. BENEDICT MEAL PROGRAM

Reports To: Meal Director
Date: 09/2018
Long term position

Department: Security
Part Time – On Call up
FLSA: Non-Exempt

This is a part time On-Call Position with possibility for more regular hours.

POSITION SUMMARY

The Brown Shirts are responsible to assist in the daily operations of the Meal Program by maintaining a safe and hospitable environment for guests, volunteers and employees.

DUTIES AND RESPONSIBILITIES

- Work with Capuchins, employees, volunteers and guests to develop a safe, comfortable, hospitable and supportive environment at St. Benedict Meal Program.
- Greet and oversee guests to maintain order while waiting to for the meal, ensure that all guests demonstrate appropriate behavior.
- Responsible to ask guests who are demonstrating inappropriate behavior to leave the meal and to assist other Brown Shirts with guests who refuse to leave.
- Responsible to perform general clean up throughout the hall and meal areas when the meal is completed.
- Help with moving donations of food and clothing to appropriate storage and distribution areas.
- When driving - use organizations vehicle to travel from site to site picking up donations and delivering them to House of Peace or St. Ben's as needed
- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- Comply with provincial and ministry policies, procedures, guidelines and standards.

DIRECT REPORTS: None

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and as part of a team.
- Must be able to drive with valid drivers license
- Effective problem solving, interpersonal and verbal communication skills.
- Demonstrated ability to work with the public

EDUCATION, TRAINING AND EXPERIENCE

- High school diploma or GED
- Experience as a Security Guard preferred
- Must have good driving record (this will be checked at the interview)

WORKING CONDITIONS

- May be required to stand, walk, use hands and fingers, reach with hands or arms, climb or balance, stoop, bend, kneel, crouch or crawl.
- The employee may be required to lift, carry or move up to 80 lbs.
- This position will require that the employee be able to work inside and outside buildings. Employee will be subjected to all elements associated with working inside and outside buildings year-round.
- Work a flexible schedule.
- May occasionally be exposed to and use various chemicals.
- Maintain a clean and safe work environment.