

Water Street Mission Job Description Temporary Mission Support Assistant

Summary:

The Temporary Mission Support Assistant is a flexible position designed to provide assistance in the different functions within Water Street Mission. This hands-on role supports essential functions within the organization.

FLSA: Temporary 90 Day Position, Non-Exempt, Full-Time

The Temporary Mission Support Assistant must be able to support the core values and philosophy of ministry held by Water Street Ministries.

Essential Functions:

- Assisting the Food Services team with basic food prep
- Serving in food distribution
- Supporting the Custodian – Facilities Team Member position by cleaning assigned areas
- Assisting with guest check-in
- Serving in the area of presence ministry
- Show flexibility to perform other responsibilities as assigned to support different departments within Water Street Mission.

Education/Experience:

The Temporary Mission Support Assistant is an entry-level position with the most important values being a heart for ministry and a desire to learn and grow. Agreement with the philosophy of Water Street Mission is essential. Competency in Microsoft Office products is preferred. Preference will be given to individuals willing to work flexible schedules of days, evenings, and weekends.

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit – *continuously*
- Reach with hands and arms – *frequently*
- Stoop, kneel, or crouch – *occasionally*
- Lift and/or move up to 50 pounds – *occasionally*