

Water Street Mission Job Description Mission Support Assistant

Summary: The Mission Support Assistant is a flexible position designed to provide assistance in the different functions within Water Street Mission. This hands-on role supports food services, warehouse, custodial, and other essential functions within the organization.

FLSA: Non-Exempt, Full-Time

The Mission Support Assistant must be:

1. Willing to sign the Water Street Mission Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Mission's core values and ministry philosophy.

Essential Functions:

- Basic food prep with the willingness to learn additional cooking skills
- Supporting the Custodian – Facilities Team Member position by cleaning assigned areas
- Assisting the Warehouse Facilitator with organizing inventory and sorting donations
- Administrative and customer support responsibilities
- Support our Access Center team answering phone calls and providing customer service to guests
- Assist our Outreach Program Manager with the distribution of food to the community
- Show flexibility to perform other responsibilities as assigned to support different departments within Water Street Mission.

Education/Experience:

The 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.

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*

Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.