<u>SHELTER AIDE</u>
(VILLAGE OF MAMARONECK)

<u>GENERAL STATEMENT OF DUTIES</u>: Observes and supervises men at a shelter for the homeless, enforces rules and regulations; does related work as required.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under general supervision, the incumbent is responsible for maintaining discipline and control over shelter residents, enforcing rules and regulations and performing work of ordinary difficulty and responsibility in the field of institutional housekeeping. This is a seasonal as well as nighttime position which calls for the incumbent to work for the village six (6) months, November through April, on a yearly basis. The hours of operation are from 10 P.M. to 7 A.M.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Obtains client in-take information and makes entries in daily log;

Observes and supervises men at shelter and enforces shelter rules and regulations;

Cleans dining area;

Unloads and stores supplies;

Assists in maintaining appropriate supply records;

Cleans toilet, bath and shower facilities;

Cleans porters closet, storage, supply and linen rooms and bags soiled linen;

Transports household supplies and equipment;

Maintains floors, stripping, waxing and polishing;

Shovels snow;

Assists clients in maintaining personal hygiene; dispenses (soap, towels, disinfectants);

Picks up soiled laundry;

Operates washing and drying machine;

Distributes clothing to clients;

Maintains inventory records on clothing issue;

Monitors client control;

Calls police or medical personnel when necessary;

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Skill in dealing informally with homeless population; ability to carry out oral and written instructions; ability to command the respect of others; excellent moral character and habits; mental alertness; trustworthiness; physical condition commensurate with the demands of the position.

<u>MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE</u>: Graduation from high school or possession of a high school equivalency diploma.