

City Rescue Mission of Lansing – Employment Information

<u>Food Services</u>	<u>Shelter & Drop-in Center</u>	<u>Thrift Store</u>	<u>Other</u>
Breakfast	Evening Supervisor – Shelter & Drop-in Center (FT)	N/A	N/A
Weekend Cook	Biblical Counselor		
	Evening Coordinator (PT)		
	3 rd Shift Coordinators (PT)		

*Full time marked as such. Otherwise, opportunities are part time.

Legend: Full Time = FT: 40 hours, includes benefits (medical insurance, earned sick time, vacation time in first year), paid per hour, time-and-a-half overtime. Part Time = PT: under 40 hours, earned sick time, paid per hour, time-and-half overtime and holiday pay.

Food Services:

Coordinator - Breakfast Server: Part-Time. Set up, serve, and cleanup breakfast at the men's shelter. This position requires knowledge of (or willingness to learn) good food handling procedures, good people skills, a good driving record, and the ability to lift, load, carry, and maneuver heavy items. Computer and phones skills are needed. Shift Times: 5 a.m. – 1 p.m. \$14-\$16 per hour (based on experience and years with the Mission) – [Apply Now](#)

Weekend Cook: Part Time. This role involves working 1st shift hours on Saturdays and Sundays (minimum of 2 weekends a month). Prepare meals catering style, up to 200 servings split across two locations. Will be responsible for prepping, cleaning, organizing, and all other kitchen tasks that arrive during the shift. This role requires food safety understanding and experience, a willingness to be ServSafe Certified within 180 days of hire. This role would also oversee any volunteers present during the shift, ensuring they have a pleasant and profitable volunteering experience. In order to fulfill the essential functions of this job the employee must – Be able to walk/stand for up to 3 hours without sitting down, be able to complete up to 3 hours of physically taxing work without a break, and be able to lift up to 50lbs. \$15-\$17 per hour (based on experience and years with the Mission) – [Apply Now](#)

Shelter & Drop-in Center:

Evening Supervisors: **Full Time**. The evening supervisor oversees the intake of new and returning guests, ensures a safe and secure environment, guides the working of staff and guests through the evening, and manages required forms and data entry into Microsoft Office programs and our data tracking software. Requirements include spiritual maturity, excellent people skills, strong discernment skills, and above average computer skills. Multiple Openings. Full-time. 5 p.m. – 1a.m. Pay Rate: \$16-18 per hour (based on experience and years with the Mission) – [Apply Now](#)

Biblical Counselor (Nouthetic Counseling Certified): Requires working nights and weekends. Must be certified in biblical counseling or biblical counseling training combined with significant counseling experience. This position will provide one-on-one biblically based counseling to our guests. Must be able and willing to teach chapel and Bible classes. The biblical counselor will keep notes of from counseling sessions and coordinate the counseling schedule. During scheduled work hours the Biblical counselor will be available to help staff and guests with immediate prayer and support. Shift Times: Hours Variable – [Apply Now](#)

Coordinator: **Part Time Position**. Requires working nights and weekends; this is a 24 hour facility. Computer and phone skills needed. Anticipate walking and standing for long periods of time including light housekeeping chores. The coordinator will assist with guest check-ins and new intakes including paperwork, answering guest questions, and ensuring they are aware of rules and guidelines. This position works in tandem with security and other coordinators to keep the shelter environment peaceful and orderly. Must be able and willing to pray with guests and teach chapel when necessary. The coordinator will also be responsible for overseeing evening shelter volunteers with their assigned tasks. Shifts: 3 p.m. – 11 p.m., or 5 p.m. – 10 p.m., or 7 a.m. – 3 p.m. \$14-\$16 per hour (based on experience and years with the Mission) – [Apply Now](#)

Third Shift Coordinators (Overnight Security): **Part Time Position**. Requires working nights and weekends. Computer and phone skills needed. Anticipate walking and standing for long periods of time including regular housekeeping chores. This position will include monitoring who enters and exits the building, reviewing the security camera, and regular rounds to check safety of the property, guests, and staff. The coordinator must be able to recognize when behavior or situations are unusual and use good judgment to intervene in a calm and mature manner. Must be able and willing to pray with guests. Shift Times: 11 p.m. – 7 a.m. 3rd Shift Pay Rate: \$17 – [Apply Now](#)

Thrift Store:

Nothing available at this time.

Other: Administrative, Community Engagement, Maintenance

Nothing available at this time.