



SHELTER. SUPPORT. SOLUTIONS.

Shelter Assistant, Part-Time Mornings, at Pillars Adult Shelter and/or Pillars Adult & Family Shelter

The **Shelter Assistant** will work at the Pillars Adult Shelter or the Pillars Adult & Family Shelter, which serve either adults or adults and families experiencing homelessness. Pillars provides shelter, support, and solutions to address the housing needs in our community. The Pillars team leads with the agency values of Respect, Collaboration, Empowerment and Grit.

The Shelter Assistant supports the shelter staff by completing various tasks related to the daily operations at a homeless shelter. Tasks vary but include providing shelter clients with basic needs such as towels and hygiene products, keeping the building stocked with supplies, cleaning and doing shelter laundry. The Shelter Assistant may have light office responsibilities such as answering phones and making copies. There may be times when support is needed to set out food or clean up the kitchen area after a meal.

We have openings to work 2 to 5 shifts per week between 5:00am-8:00am, any days of the week. This is a temporary position through 4/30/22. Employees at the Adult Shelter must be 18 years old or older.

Job Type: Part-time, temporary through 4/30/2022

Pay: \$12.23 per hour

Work Environment

The Shelter Assistant must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COVID-19 considerations

Masks are required to be worn by all employees in common areas. COVID protocols are subject to change based on recommendations from the CDC and/or local health department recommendations.

To Apply:

Send resume/cover letter/application to Pillars, 605 E Hancock St, Appleton, WI 54911 or to Tracy Melzl, Pillars HR Assistant at tmelzl@Pillarsinc.org

Pillars is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status