

## JOB ANNOUNCEMENT



POSITION: Front Desk/Operations Clerk

SALARY: \$14.00 per hour

SUMMARY OF POSITION: Full-Time, 8:00 am to 4:00 pm, Monday – Friday. Provides front desk security coverage, enforces visitor policy, communicates with residents, makes entries in log book, completes incident reports, contacts appropriate authorities in emergencies, makes rounds to secure property, assists with resident conflict resolution

DESCRIPTION OF COMMUNITY: Positions are available in several SRO (Single-Room Occupancy) hotels under Caritas Management Corporation (CMC)'s administration. These SRO's are supportive communities that offer stable & affordable housing for single, low-income adults. They provide permanent and pleasant accommodations for many individuals who have been homeless or graduated from transitional housing. Some SRO's have shared kitchen and/or community space. Staff at the SRO's work as teams that perform the overall management, administration and support activities. In some cases, additional services are available to SRO residents through partnerships with local service provision agencies. Like all other properties in CMC's managed portfolio, the SRO's are owned and developed by non-profit, community-based organizations.

### QUALIFICATIONS:

- Experience working with public, preferably in security or customer service
- Maintain ability to work flexible hours
- Excellent communication and interpersonal skills - Bilingual preferred
- Ability to complete assigned tasks independently and meet deadlines using demonstrated time management skills
- Ability to make legible written reports, exercise good judgment and discretion in handling confidential matters
- Maturity and dependability

SEND RESUME OR APPLY DIRECTLY MON. - FRI., 9:00 A.M. TO 5:00 P.M.:

Caritas Management Corporation  
 1358 Valencia Street  
 San Francisco, CA 94110

## EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.



**Caritas Management Corporation - 1358 Valencia Street, San Francisco, CA 94110**

**Tel. (415) 647-7191 Fax (415) 648-3919**



If you have any questions for disability that requires a reasonable accommodation, please contact  
 Section 504 Coordinator: Tel. (415) 647-7191 ext. 112 TTY / TDD: 711 / or 1-800-545-1833 ext. 468

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**