** JOB DESCRIPTION**

**Job Title:** Family Lodge Manager **Department:** Internships/Programs **Location:** 1331 S. Jefferson Ave.

**Reports To:** Executive Director **Salary Grade:** Exempt **Date:** May 2021

**Full Time** \_X\_ **Part Time**\_\_\_ **Seasonal / Temporary** \_\_\_

**Summary of Position:**

General oversight of female/family Residents of Cookeville Rescue Mission including oversight of cleanliness of the facility and inventory of supplies.

**Duties and Responsibilities in consultation with the House Manager:**

Insure…

* A clean, healthy facility
* A welcoming, orderly, and respectful environment for everyone
* Clear directions of the purpose and policies of all programs and activities that take place in the Family Lodge
* Work assignments for Guests and Residents
* Coordination with the CRM House Manager for kitchen duties and work assignments
* Coordination with the CRM Pastor for all Bible and counseling classes and groups
* All visitors are greeted personally by the Family Lodge staff
* All question and inquiries are addressed in a timely manner
* Telephone calls are answered and handled appropriately according to an established procedure (to be written)
* Contact information of senior CRM staff is available for the receptionist along with contact info of city and county emergency services
* Oversee computer use
* Help with online applications such as job searches and housing
* Attend training as required to improve job knowledge and skills
* Maintain knowledge of area resources for referrals, networking and verification of client’s needs

*These duties are not exclusive and this job description can be added to or taken away from at the discretion of the employee’s immediate supervisor and/or the Executive Director.*

*Cookeville Rescue Mission exists to serve Christ by addressing the physical, spiritual emotional and social well-being of the impoverished and destitute by providing Christ-centered rescue, recovery and restoration to those whom God leads to our doors.*

This position requires the signing of a Conflict of Interest Statement and a Confidentiality Statement

***My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description in not all-inclusive and duties and responsibilities maybe subject to change.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**Signature Printed Name Date**