Position: Guest Advisor – Food Services Family Care, reports to Director – Food Services

Ministry Purpose: In accordance with Ephesians 4:11-12, Philippians 2:4, and Titus 2:7-8, as such, the Guest Advisor - Food Services Family Care will assist in ministering to the needs of our clients in Family Care.

Primary Responsibilities: The following constitute the major responsibilities of the Guest Advisor:

1) **Spiritual:**
   The Guest Advisor shall:
   a. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
   b. Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
   c. Integrate Biblical principles and a Christian worldview into all ministry objectives and goals.
   d. Be prepared to communicate Mission's religious beliefs to any who inquire.
   e. Be ready to pray with and offer spiritual advice to employees and guests.
   f. Follow Matthew 18 principles in addressing issues with employees and guests.

2) **Administrative:**
   The Guest Advisor shall:
   a. Be knowledgeable of and follow all procedures of Family Care.
   b. Answer phone / schedule appointments. Re-direct calls or relay information as needed
   c. Conduct guest intakes while also ministering to the spiritual health of the client.
   d. Record pertinent information regarding the interview while maintaining guest's confidentiality.
   e. Keep office neat and maintain organized files.
   f. Maintain client records in Microsoft Excel and Google Calendar.
   g. Keep daily statistics for monthly reports.
   h. Assist with retrieving guest's needs: food orders, clothing, hygiene items, etc..
   i. Assist with weighing and recording donations.
   j. Be able to lead the Family Care ministry in the absence of the Director.
   k. Assist with planning and preparing special programs such as: Back to School program, Thanksgiving Baskets and Christmas Gift Assistance in Family Care.
   l. Be willing to help in any other way when needed.

3) Qualifications:

The Guest Advisor shall:

a. Have a personal relationship with Jesus Christ.
b. Be committed to furthering the City Rescue Mission's mission as a faith-based organization.
c. Agree to uphold the Mission's statement of faith.
d. Be willing to submit to and honor the standards outlined in the Employee Handbook and the Code of Conduct.
e. Faithfully attend and financially support a local church whose beliefs are in agreement with the Mission's.
f. Have a general working knowledge of Microsoft and Google products
g. A high-school diploma is required.