

SAFETY ASSISTANT

Company: Midtown Association (MA)

Position: Safety Assistant (Non-Exempt)

Supervisor: Reports to Clean & Safe Coordinator

Location: 919 20th Street, Midtown Sacramento, 95811

Organization:

The Midtown Business Association (MBA) is a non-profit organization that promotes and protects the businesses in Midtown Sacramento through public service, support and advocacy. We offer advocacy, marketing, and clean & safe services. We are a drug free, equal opportunity employer.

Position Summary:

The primary role of the Safety Assistant is to provide homeless outreach, ensure public safety in midtown by being the eyes and ears of the police department, welcoming visitors, directing pedestrians, distributing safety material for outreach, and providing event support as needed. Assistants should fulfill the tasks assigned to them with attention to detail, speed and a customer service attitude. When tasks are completed, they should be self-directed and find the next important task. The Safety Assistant proactively patrols the district on bike.

Basic Employment Qualifications:

All candidates should have; experience with Word Processing and Email programs, the ability to speak and read in English, the ability to lift up to 75 pounds, and be able to remain on their feet outdoors and patrol on a bike for up to 10 hours per day in potentially inclement weather. All candidates should anticipate pre-employment background checks, driving record checks, and drug screening, with the potential for ongoing drug screening based on job tasks. High school diploma or GED is required. Reliable personal transportation is required.



MIDTOWN
ASSOCIATION

**THE CENTER FOR CULTURE, CREATIVITY
& VIBRANCY IN SACRAMENTO'S URBAN CORE.**

Essential Duties & Responsibilities:

- Ability to routinely communicate professionally with Police Department, as well as property and business owners
- Ability to interact with all types of individuals in the community and remain calm under stressful situations with unpredictable individuals
- Respond in a timely manner to all service calls within the PBID boundaries
- Assist with visitor outreach
- Work closely with Sacramento Steps Forward Navigator to connect the homeless population with social services
- Assist businesses and property owners with the issuance of Notices of Trespass with the City Police Department
- Pro-actively monitor district hotspots on bike for homeless relocation
- Manual physical labor, with or without reasonable accommodation, lifting and moving materials equipment and supplies up to 75lbs with assistance
- Thoroughly document all work activity through Geo-Pal software
- Report any unsafe conditions or operational issues to supervisor
- Provide business outreach and event and programming assistance as assigned

Benefits:

This is a full time, non-exempt, hourly position at 40 hours per week. Schedule is Monday through Saturday, from 12:30p.m.-9pm, with some variations for special events. Eligible for benefits after probationary period; 10 days sick time, 12 days vacation, public holidays, 401k with match, Flex-spend account, Life insurance and Parking.

Salary: \$13.00/hr

Requirements for Application:

- Cover Letter and Resume
- DMV Record
- Minimum of three (2) references

Applicants should be submit all required documents via email to luis@exploremidtown.org

