

TCFV 2008 Salary Survey

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Executive Summary

Background

Numerous executive directors of domestic violence programs across Texas requested an overall rewards analysis in addition to the previous TCFV salary surveys that included only the minimum, maximum and average salary of each position in domestic violence programs. TCFV contacted 10 state coalitions and multiple human resources specialists, and conducted a focus group of executive directors from diverse domestic violence programs with varying operating budget sizes, located in different regions and in rural and urban locations, to create a survey inclusive of the needs of programs and sensitive to the busy schedules of respondents.

Participation

The 2008 Salary Survey is the most comprehensive salary survey TCFV has completed to date. It includes a compilation of total rewards and salary information from Texas domestic violence programs. Assessing the benefits and salaries offered allows for a thorough analysis of actual staff compensation. This survey gives programs a useful tool in providing the best possible wages and benefits to staff.

Forty-four programs participated in, and completed, the salary survey. Thirty-eight category one and two members completed the salary survey with six additional non-member programs offering their responses.

Results

Total rewards and benefits are broken down by types of insurance, leave time and additional benefits. The insurance programs analyzed are medical, dental, life and disability. Eighty-two percent of responding programs offer health insurance to their employees. Of the programs offering health insurance to employees, 49% pay for full coverage. Dental, life and disability insurance is offered at lesser rates than medical insurance at 39%, 59% and 50% respectively.

Leave time is a benefit all agencies offer to full-time employees. Types and amounts of leave offered differ among programs. First-year, full-time employees receive an average of 12 vacation, 10 holiday, two personal and nine sick leave days.

For the purpose of this study, additional benefits include raises, bonuses, additional pay for specialized skill sets and retirement. Ninety-three percent of the programs surveyed offer raises. These raises are based on merit, longevity and cost of living with the size of raises often dependent on an agency's budget.

Salaries are compiled with comparison analysis between rural and urban programs (pages 7-10), budget size (pages 10-12) and a statewide analysis of all positions (pages 12-15). Survey respondents were asked to use specific position titles to allow for analysis of salaries found in Appendix 2. Full-time salaries range from \$158,025 for an executive director to \$14,000 for cooks. Part-time hourly wages range from \$60 for licensed individuals to \$5.41 for clerical staff. Advocates comprise the most common staff position. On average, full-time advocates earn \$23,138.88 per year and part-time advocates receive \$8.25 per hour.

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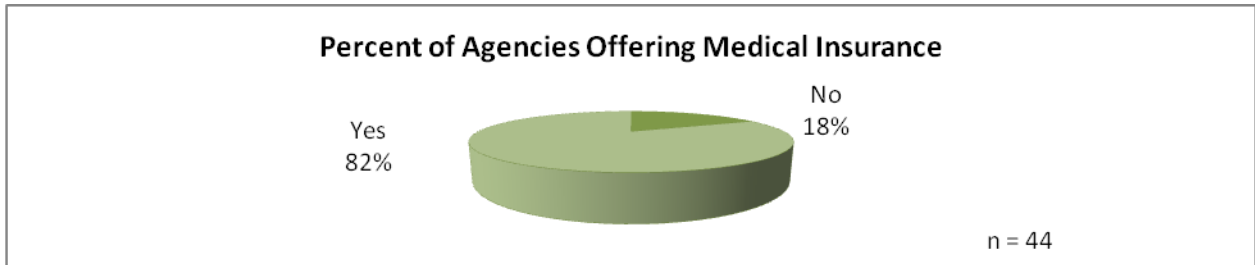
Total Rewards

Total rewards are the compensation in addition to salaries that employees receive. Total rewards include insurance, leave time, and additional benefits. Worker’s compensation is not included in the analysis because it is viewed as an employee obligation rather than a benefit to the employee. Each of the total rewards the survey included is analyzed below and the data provided reflects **only** those programs that responded to the survey.

Insurance

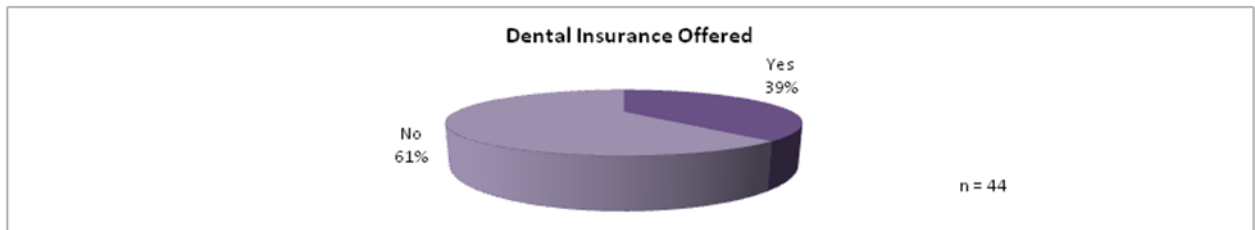
Medical and Mental Health Insurance

Medical and mental health insurance is offered to employees at 82% of Texas domestic violence programs. The percentage of employee insurance paid ranges from 40% to 100%, while many programs pay between 75%-100% of employee health insurance. The percentage paid by the program for family benefits is less. Most programs, 91%, do not provide medical insurance for a partner, child or family member.



Dental Insurance

Dental insurance is offered at 39% of programs, while 61% of programs do not offer dental insurance. The amount programs pay for this benefit varies. Of the programs that offer dental insurance, 44% pay the employees’ dental insurance at 100% while 33% do not pay for dental insurance. Similar to health insurance, most programs, 93%, do not pay any dental insurance for employee family members.



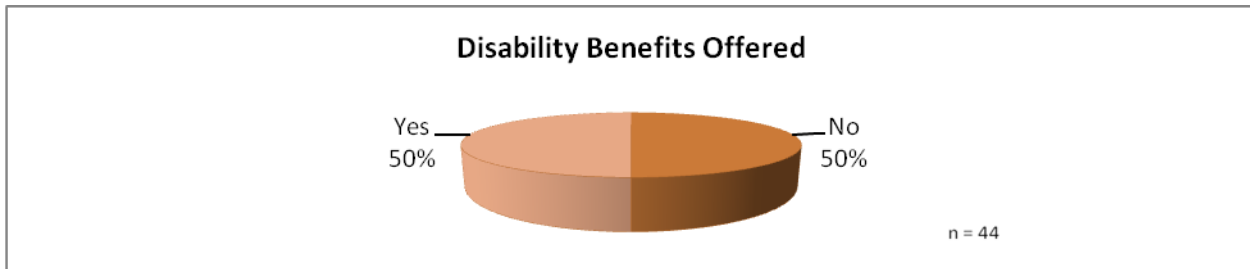
Life Insurance

Life insurance is offered at 59% of programs. Life insurance is fully covered by 86% of the programs that offer life insurance.



Disability Insurance

Disability insurance including short-term, long-term and/or accident disability and dismemberment insurance is offered at one-half of the programs and fully covered at 50% of programs. Forty-two percent of programs offer disability insurance, but do not pay the insurance. The remaining eight percent of programs pay between 40%-50% of the cost of disability insurance.



Leave Time

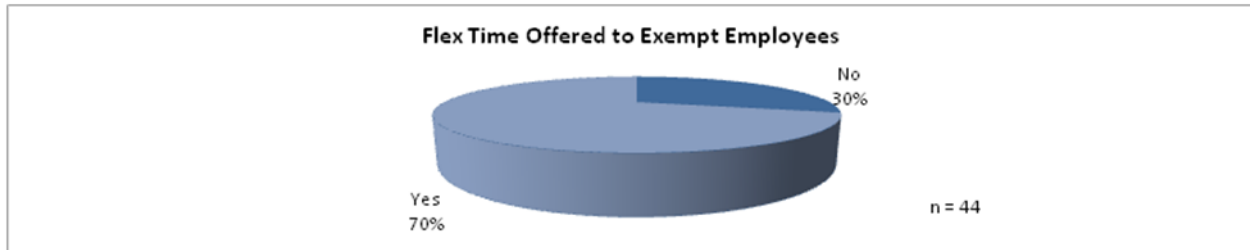
All agencies offer leave time. Fifty-seven percent of agencies offer personal days. Several programs do not specifically offer personal or sick days, but include this type of leave within the vacation day allocation.

Type of Leave

	Minimum	Maximum	Average
Number of Vacation Days for First-Year Employees:	5	26	12
Number of Vacation Days for Fifth-Year Employees:	10	30	16
Number of Vacation Days for Tenth-Year Employees:	10	48	20
Number of Sick Days:	0	24	9
Number of Personal Days:	0	12	2
Number of Holidays:	5	15	10

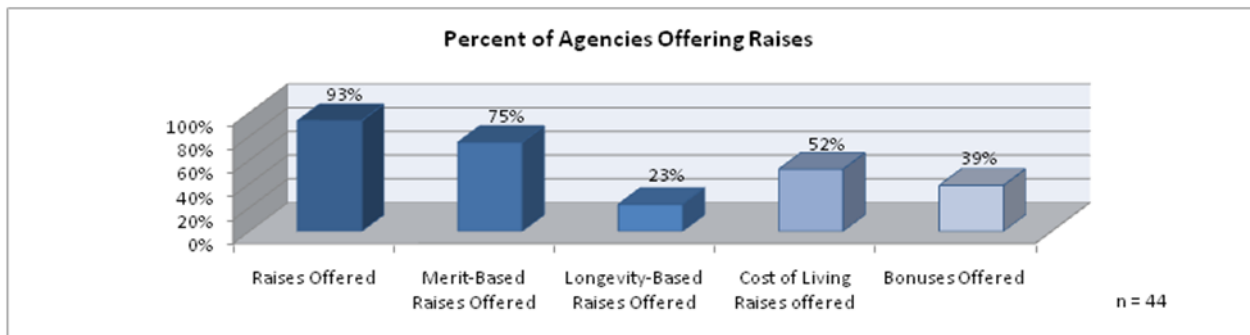
Flex Time

Flex time is defined as a variable work schedule subject to achieving total daily or weekly hours, and offered to 70% of the programs' exempt employees.

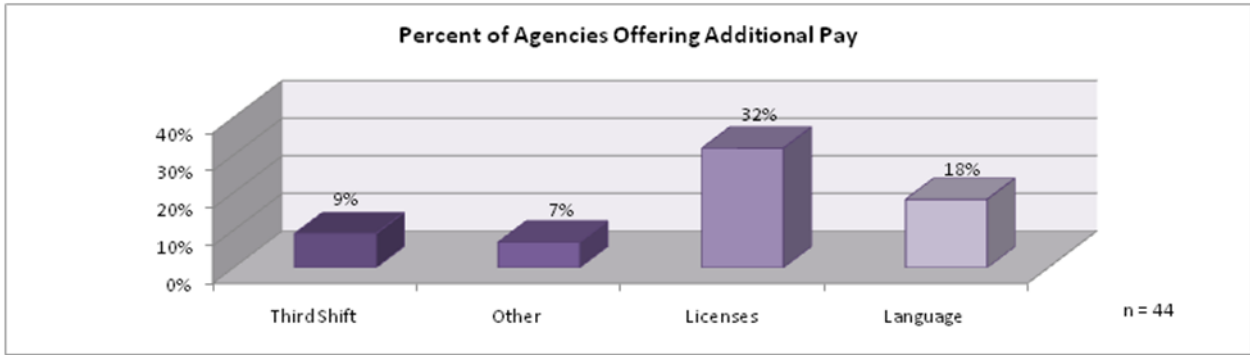


Additional Benefits

The salary survey asked what additional pay increases and benefits were offered to staff. Most programs offer raises as funding allows and are based on longevity, merit and cost of living. Bonuses, such as holiday bonuses, are offered at 39% of the programs.



Additional pay is also offered to employees meeting skill sets, such as working a third shift, professional licenses, multiple language ability, and tenure in the field. Longevity-based raises refer to the time-span at the program. Professional licenses such as licensed clinical social workers, professional counselors and chemical dependency counselors are provided additional compensation at 32% of programs. This indicates the great value domestic violence programs place on unique skill sets possessed by these professionals.



Texas domestic violence programs offer a myriad of different retirement plans. Fifty-nine percent of programs offer at least one type of retirement plan to their employees.



Salary Results

The statewide summary of salaries by position is located on page 12 of this report. Programs were asked to provide annual salary information for all full-time and contract positions. Since the number of hours part-time and relief staff work varies from agency to agency, the hourly rate for these employees was requested.

Location Analysis

Respondents were asked to identify their primary location as rural or urban. Seventy-two of domestic violence programs self-identified as providing services in primarily rural areas. The average salary differences by position between different locales are provided below. With the exception of the public relations director, on average all urban workers earn the same or more than their rural counterparts.

Position Type	Rural Average	Urban Average
Advocate		
Part-time (Hourly)	\$8	\$9
Relief	\$8	\$12
Full-time (Annual)	\$22,070	\$24,155
Attorney		
Contract	\$60,000	
Full-time (Annual)	\$48,510	\$56,950
BIPP coordinator		
Contract	\$14,400	
Full-time (Annual)	\$32,031	\$37,464
Part-time (Hourly)		\$13
BIPP facilitator		
Full-time (Annual)	\$25,000	\$32,678
Part-time (Hourly)	\$17	\$15

Case Manager		
Part-time (Hourly)	\$12	\$12
Full-time (Annual)	\$26,070	\$29,881
Childcare Worker		
Relief	\$10	
Full-time (Annual)	\$17,264	\$25,605
Part-time (Hourly)	\$9	\$8
Children's Coordinator		
Full-time (Annual)	\$25,243	\$30,636
Part-time (Hourly)	\$17	
Clerical Staff		
Full-time (Annual)	\$23,873	\$29,632
Part-time (Hourly)	\$9	\$13
Community Educator		
Full-time (Annual)	\$26,434	\$35,681
Part-time (Hourly)	\$13	\$15
Cook		
Full-time (Annual)	\$14,000	\$21,044
Part-time (Hourly)	\$7	
Court/Legal Advocate		
Part-time (Hourly)	\$11	\$17
Full-time (Annual)	\$28,949	\$28,864
Development Director		
Full-time (Annual)	\$31,395	\$51,870
Executive Director		
Full-time (Annual)	\$50,355	\$86,333
Part-time (Hourly)	\$29	

Fiscal Manager		
Full-time (Annual)	\$36,373	\$52,362
Part-time (Hourly)	\$17	\$15
Hospital/ Medical Advocate		
Full-time (Annual)	\$20,800	\$29,250
Part-time (Hourly)		\$11
Housekeeper/ Maintenance		
Full-time (Annual)	\$24,952	\$30,157
Part-time (Hourly)	\$10	\$8
Human Resources		
Full-time (Annual)	\$36,387	\$54,463
Licensed Individuals		
Contract	\$48,000	
Full-time (Annual)	\$33,991	\$37,306
Part-time (Hourly)	\$20	\$23
Manager		
Full-time (Annual)	\$28,292	\$47,835
Part-time (Hourly)	\$14	\$19
Outreach Coordinator		
Full-time (Annual)	\$29,395	\$30,641
Part-time (Hourly)	\$11	\$14
Public Relations Director		
Full-time (Annual)	\$54,817	\$40,346
Thrift store clerk		
Full-time (Annual)	\$19,039	\$23,975
Part-time (Hourly)	\$7	\$8
Transitional Housing Coordinator		
Full-time (Annual)	\$26,000	\$33,290

Volunteer Coordinator		
Part-time (Hourly)	\$12	\$13
Full-time (Annual)	\$26,042	\$33,871

Salaries by Budget Size

Annual domestic violence program budgets in Texas range from \$127,500 to \$8,000,000. Most staff position salaries remain relatively constant independent of budget size. The positions that correlate with budget size are development directors, executive directors, and volunteer coordinators, indicating these salaries tend to increase as the budget grows.

Position Type	Budget Size					
	<\$400,000	\$400,001 to \$600,000	\$600,000 to \$850,000	\$850,001 to \$1.5 million	\$1,500,001 to \$2.5 million	>\$2.5 million
Advocate						
Full-time (Annual)	\$21,482	\$20,375	\$21,411	\$22,150	\$23,626	\$25,476
Part-time (Hourly)	\$7	\$8	\$9	\$8	\$8	\$10
Relief	\$8	\$7	\$9	\$9	\$11	\$12
Attorney						
Contract		\$60,000				
Full-time (Annual)				\$48,510		\$56,950
BIPP coordinator						
Contract		\$14,400				
Full-time (Annual)					\$32,502	\$41,719
Part-time (Hourly)					\$13	
BIPP facilitator						
Full-time (Annual)		\$25,000			\$23,600	\$34,948
Part-time (Hourly)			\$15	\$10	\$18	\$17
Case Manager						
Full-time (Annual)	\$25,000	\$27,872	\$23,840	\$31,151	\$25,400	\$29,841
Part-time (Hourly)			\$13		\$13	\$12
Childcare Worker						
Full-time (Annual)			\$17,888	\$26,000	\$21,000	\$25,601
Part-time (Hourly)		\$9		\$9	\$7	\$9
Relief				\$10		
Children's Coordinator						
Full-time (Annual)		\$25,000	\$23,804	\$26,639	\$28,680	\$30,937
Part-time (Hourly)			\$17			
Clerical Staff						
Full-time (Annual)	\$28,764	\$21,644	\$25,371	\$24,313	\$22,730	\$30,264
Part-time (Hourly)	\$9	\$7	\$9	\$10	\$8	\$13

Position Type	Budget Size					
	<\$400,000	\$400,001 to \$600,000	\$600,000 to \$850,000	\$850,001 to \$1.5 million	\$1,500,001 to \$2.5 million	>\$2.5 million
Community Educator						
Full-time (Annual)	\$23,030	\$26,042	\$24,847	\$29,727	\$28,124	\$36,796
Part-time (Hourly)		\$12	\$17	\$10	\$13	\$17
Cook						
Full-time (Annual)				\$20,384	\$15,100	\$21,003
Part-time (Hourly)				\$7		
Court/Legal Advocate						
Full-time (Annual)	\$26,000	\$30,890	\$30,238	\$25,373	\$29,413	\$30,646
Part-time (Hourly)	\$11				\$12	\$20
Development Director						
Full-time (Annual)			\$28,000	\$37,500	\$38,171	\$54,301
Executive Director						
Full-time (Annual)	\$39,745	\$44,931	\$52,740	\$59,431	\$64,667	\$111,503
Part-time (Hourly)			\$29			
Fiscal Manager						
Full-time (Annual)		\$30,943	\$34,435	\$40,552	\$41,917	\$56,077
Part-time (Hourly)	\$15		\$22			\$15
Hospital/ Medical Advocate						
Full-time (Annual)				\$20,800		\$29,250
Part-time (Hourly)					\$12	\$10
Housekeeper/ Maintenance						
Full-time (Annual)		\$31,262	\$26,352	\$24,664	\$24,065	\$31,378
Part-time (Hourly)	\$10		\$12	\$8	\$8	\$9
Human Resources						
Full-time (Annual)			\$33,500	\$32,000	\$32,478	\$57,178
Licensed Individuals						
Contract		\$48,000				
Full-time (Annual)	\$36,000	\$41,028	\$31,938	\$34,095	\$34,500	\$37,233
Part-time (Hourly)		\$23	\$19	\$32	\$18	\$16
Manager						
Full-time (Annual)	\$28,077	\$24,740	\$26,839	\$33,532	\$36,513	\$52,304
Part-time (Hourly)	\$10	\$7	\$19	\$15		\$23
Outreach Coordinator						
Full-time (Annual)	\$24,939	\$26,605	\$30,318	\$32,211	\$30,150	\$30,909
Part-time (Hourly)	\$10		\$13			\$14
Public Relations Director						
Full-time (Annual)			\$52,000	\$54,817	\$34,000	\$40,693

Position Type	Budget Size					
	<\$400,000	\$400,001 to \$600,000	\$600,000 to \$850,000	\$850,001 to \$1.5 million	\$1,500,001 to \$2.5 million	>\$2.5 million
Thrift store clerk						
Full-time (Annual)	\$18,720	\$19,891	\$16,342	\$17,011	\$25,169	\$23,975
Part-time (Hourly)		\$8	\$7	\$8	\$8	\$8
Transitional Housing Coordinator						
Full-time (Annual)				\$29,667	\$28,333	\$32,910
Volunteer Coordinator						
Full-time (Annual)		\$24,238	\$26,500	\$27,585	\$32,580	\$33,850
Part-time (Hourly)	\$11	\$10	\$14	\$12	\$12	

Statewide Salaries by Position Analysis

The statewide salary by positions table below shows the salaries of all positions regardless of location of primary service area or budget size. The position type refers to full-time, part-time, contract, or relief status. Full-time and contract yearly salaries are documented and part-time and relief hourly wages are listed. Since relief workers and part-time workers do not work the same number of hours, respondents were asked to list the hourly wage for these workers so results could be comparable.

The second column in the chart below is the number of survey responses received for each position and position type. The salary range for each position is listed from highest to lowest salary. The final column is the average yearly salary and/or hourly wage for each position.

Position Type	Number of Positions	Salary Range		Average Salary
Advocate				
Full-time (Annual)	117	\$37,974.00	- \$14,179.00	\$23,138.86
Part-time (Hourly)	75	\$17.31	- \$5.85	\$8.25
Relief	46	\$14.76	- \$6.55	\$10.31
Attorney				
Full-time (Annual)	3	\$61,880.00	- \$48,510.00	\$54,136.67
BIPP coordinator				
Full-time (Annual)	7	\$52,520.00	- \$27,000.00	\$35,135.57

	Position Type	Number of Positions	Salary Range		Average Salary
BIPP facilitator					
	Full-time (Annual)	6	\$37,171.00	- \$23,600.00	\$31,398.67
	Part-time (Hourly)	7	\$27.00	- \$10.30	\$16.11
Case Manager					
	Full-time (Annual)	75	\$46,119.00	- \$17,000.00	\$28,864.80
	Part-time (Hourly)	12	\$14.40	- \$9.00	\$11.88
Childcare Worker					
	Full-time (Annual)	38	\$47,500.00	- \$15,000.00	\$25,166.42
	Part-time (Hourly)	12	\$10.50	- \$6.55	\$8.46
Children's Coordinator					
	Full-time (Annual)	36	\$42,993.00	- \$16,640.00	\$28,688.94
Clerical Staff					
	Full-time (Annual)	68	\$59,274.00	- \$14,560.00	\$27,260.84
	Part-time (Hourly)	24	\$26.69	- \$5.41	\$10.66
Community Educator					
	Full-time (Annual)	52	\$60,798.00	- \$18,400.00	\$30,879.32
	Part-time (Hourly)	5	\$16.67	- \$9.62	\$13.44
Cook					
	Full-time (Annual)	13	\$25,979.00	- \$14,000.00	\$20,501.69
Court/Legal Advocate					
	Full-time (Annual)	28	\$45,000.00	- \$17,264.00	\$28,909.54
	Part-time (Hourly)	4	\$24.52	- \$11.05	\$15.53
Development Director					
	Full-time (Annual)	19	\$95,000.00	- \$27,000.00	\$48,637.05
Executive Director					
	Full-time (Annual)	43	\$158,025.00	- \$27,200.00	\$62,905.39

	Position Type	Number of Positions	Salary Range		Average Salary
Fiscal Manager					
	Full-time (Annual)	44	\$111,565.00	- \$25,000.00	\$44,731.14
	Part-time (Hourly)	4	\$21.79	- \$13.13	\$16.83
Hospital/ Medical Advocate					
	Full-time (Annual)	3	\$32,500.00	- \$20,800.00	\$26,433.33
	Part-time (Hourly)	2	\$11.63	- \$10.00	\$10.82
Housekeeper/ Maintenance					
	Full-time (Annual)	26	\$58,032.00	- \$20,800.00	\$29,156.42
	Part-time (Hourly)	30	\$15.70	- \$7.00	\$8.26
Human Resources					
	Full-time (Annual)	12	\$72,000.00	- \$29,185.00	\$46,931.58
Licensed Individuals					
	Contract	2	\$48,000.00	- \$48,000.00	\$48,000.00
	Full-time (Annual)	68	\$52,124.00	- \$28,000.00	\$36,184.94
	Part-time (Hourly)	22	\$60.00	- \$10.00	\$22.66
Manager					
	Full-time (Annual)	90	\$82,385.00	- \$15,000.00	\$38,715.06
	Part-time (Hourly)	6	\$23.00	- \$7.00	\$15.57
Outreach Coordinator					
	Full-time (Annual)	32	\$42,175.00	- \$18,720.00	\$29,901.05
	Part-time (Hourly)	5	\$16.67	- \$7.00	\$11.73
Public Relations Director					
	Full-time (Annual)	7	\$54,817.00	- \$33,000.00	\$42,413.57
Thrift store clerk					
	Full-time (Annual)	31	\$33,280.00	- \$14,248.00	\$21,586.65
	Part-time (Hourly)	74	\$12.36	- \$6.55	\$7.65

	Position Type	Number of Positions	Salary Range		Average Salary
Transitional Housing Coordinator					
	Full-time (Annual)	15	\$43,000.00	- \$21,000.00	\$31,345.73
Volunteer Coordinator					
	Full-time (Annual)	21	\$37,870.00	- \$20,800.00	\$29,024.52
	Part-time (Hourly)	7	\$19.23	- \$8.00	\$12.31

Appendix 1

Summary of All Survey Responses

Total of 44 Responses

Medical Insurance

Number of Programs Offering Insurance	35
Average Percent Programs Pay for Employees	87%
Average Percent Programs Pay for Spouses	7%
Average Percent Programs Pay for Children	4%
Average Percent Programs Pay for Families	4%

Personal Days and Flex Time

Average Number of Personal Days Offered	1.68
Average Number of Holidays Offered	9.89
Number of Programs Offering Flex Time for Exempt Employees	31.00
Number of Programs Offering Flex Time for Nonexempt Employees	17.00

Dental Insurance

Number of Programs Offering Insurance	27
Average Percent Programs Pay for Employees	61%
Average Percent Programs Pay for Spouses	3%
Average Percent Programs Pay for Children	3%
Average Percent Programs Pay for Families	3%

Raises

Number of Programs Offering Raises	41
Number that Base Raises on Merit	33
Number that Base Raises on Longevity	10
Number that Base Raises on Cost of Living	23
Number that Offer Bonuses	17

Life Insurance

Number of Programs Offering Insurance	26
Average Percent Paid by Program	88%

Number of Programs Offering Additional Pay

For Third Shift Staff	4
For Bilingual Staff	8
For Licenced Staff	14
For Staff with Other Skills	3

Sick Days

Average Number of Sick Days Offered	8.57
Number of Programs that Allow Sick Days to Carry Over	30.00
Average Number of Days that Carry Over	31.81

Retirement Benefits

Number of Agencies Offering Benefits	26
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Average Number of Vacation Days Offered

1st Year Employees	11.51
5th Year Employees	16.14
10th Year Employees	19.91
Average Number of Days that Carry Over	30.00

Operating Budget

Average Operating Budget	\$1,611,559
Minimum Operating Budget	\$127,500
Maximum Operating Budget	\$8,000,000

Appendix 2

Position Descriptions/Responsibilitiesⁱ

Executive Director: Program Director/CEO

- Shape organization's direction
- Supervise financial operations
- Manage personnel
- Represent the organization
- Directly responsible to organization's Board of Directors
- Responsible for fundraising development (if no other position is responsible)

Fiscal Manager: Fiscal Officer/Bookkeeper/CFO/Accountant/Grant Writer

- Grant Writing
- Payroll
- Manage finances of the organization
- Bookkeeping
- Report donations
- Monthly and annual statistics
- Generate financial reports

Clerical Staff: Administrative Assistant/Secretary/Office Manager/Clerk

- Route phone calls
- Mailings/filings
- Stock supplies for office/program
- Produce and/or type documents
- Bookkeeping

Manager

- Oversee shelter/program operations
- Supervise personnel
- Facilitate staff meetings
- Responsible to the Executive Director

Development Director

- Coordinate special events
- Facilitate and oversee fundraising
- Coordinate planned-giving initiatives
- Write grants

Case Manager: Case Worker/Shelter Support Advocate/ Program Specialist/ House Manager

- Facilitate program participant's goal-setting and attainment
- Facilitate support groups and/or house meetings
- Provide advocacy and information to participants of program
- Responsible for all secondary advocacy (long-term strategies for intervention)
- Answer hotline, complete intake forms

**Advocate: Victim Advocate/Crisis Intervention Specialist/Shelter Advocate/
Overnight/Weekend/Evening Staff**

- Responsible for all primary advocacy (short-term strategies for intervention, safety plan with survivors and offer referrals for community services)
- Facilitate each program participant's immediate plan of action
- Work with participant from the initial point of contact on issues of crisis intervention, domestic and/or sexual violence education
- Answer hotline, complete intake forms, conduct orientation to shelter, screening

Volunteer Coordinator

- Responsible for all aspects of the volunteer program
- Recruit prospective volunteers
- Create, compile and update volunteer manual, protocols and procedures
- Schedule and provide volunteer training
- Maintain volunteer records, training

Outreach Coordinator: Outreach worker/Non-resident case manager/ Outreach Worker

- Conduct long-term individual advocacy for program participants
- Facilitate non-residential services off-site
- Perform crisis work at a location other than the main site
- Facilitate each program participant's immediate plan of action
- Work with participant from the initial point of contact on issues of crisis intervention and domestic and/or sexual violence education

Community Educator: Community Trainer/Outreach Coordinator/Prevention Educator

- Educate and present information to community, students, and civic groups about services provided by program
- Develop curriculum and materials for community presentations

Children's Coordinator

- Conduct intakes with children, educate/enhance children's and parent's understanding of domestic violence, create developmentally appropriate goal plan for child and parent, supervise

volunteers working with children, provide training relevant to children's domestic violence issues

- Responsible for the provision of services to both residential and non-residential children
- Oversee children and parenting groups

Court/Legal Advocate

- Provide education and personal advocacy services to victims of domestic and/or sexual violence seeking assistance with the civil and/or criminal justice systems
- Participate in program's efforts to develop a coordinated community response
- Provide information/education to victims regarding domestic and/or sexual violence, safety planning, protective orders, court and law enforcement procedures, etc.

Hospital/Medical Advocate

- Respond to domestic violence and/or sexual assault hospital calls
- Provide immediate crisis intervention and follow up
- Provide information and community resources
- Participate in the program's efforts to develop a coordinated community response

Licensed Individuals: Counselor/Therapist/LPCs/LCSWs/Psychologists

- Provide individual and/or group counseling sessions for women, children, battered men and/or batterers
- Facilitate support groups
- Provide training and education to staff members and outside community members

Human Resources/Personnel Director

- Oversee personnel issues and benefits
- Manage reports of injury, insurance claims, etc.
- Manage payroll

Transitional Housing Coordinator

- Act as a primary contact for transitional housing residents
- Determine eligibility of participants
- Facilitate the long-term housing goals of program participants
- Provide resources and referrals to community services

Childcare Worker

- Provide direct supervision for the children of program staff and/or participants

Public Relations Director

- Handle responses to the media
- Develop press releases and program announcements for media outlets
- Publicize events
- Act as liaison to the community

Attorney

- Practice law as a licensed attorney in the state of Texas
- Provide legal representation and resources involving divorce, custody and protective order cases
- Assist with filing protective orders
- Provide consultations

BIPP Facilitator

- Facilitate BIPP groups
- Train and educate staff and other community members

BIPP Coordinator

- Facilitate BIPP groups
- Train and educate staff and other community members
- Supervise BIPP facilitators

Thrift Store Clerk

- Maintain thrift store facilities

Cook

- Prepare meals for program participants
- Maintain kitchen facility

Housekeeper/Maintenance

- Maintain physical facilities

¹ These position descriptions have been adapted from the Missouri Coalition Against Domestic and Sexual Violence.