



Silver Bay YMCA

Position: Hospitality Services – Route Supervisor

Position reports to: Hospitality Services Director

Classification: Full-Time/Non-Exempt

Mission: The mission of Silver Bay YMCA is to offer all people opportunities to renew, refresh and nurture their spirit, mind and body.

Vision: The vision of Silver Bay YMCA of the Adirondacks is to be an outstanding family conference center that provides quality services in a historically rich setting and is recognized as a welcoming community that connects generations, develops leaders, creates world mindedness and feeds the soul.

General Function: To maintain a safe, clean and comfortable environment in all buildings for our guests and staff.

Supervision: Part time and summer Emp staff assigned to their route, p/t time staff in the shoulder season.

Know How: The incumbent must be in good physical health and able to climb ladders, stairs, etc. and perform other manual tasks. This position requires the ability to respond to guests and staff with courtesy. They must be able to help supervise from one to thirty housekeeping staff in the absence of the Hospitality Services Director. The incumbent must have or learn computer skills in order to use programs such as Maestro, Facility Dude, Excel and Word programs.

The ability to read and write English and interpret oral and written informational data is required and a minimum of one-year experience in the housekeeping field is preferable but not required. A high school degree or equivalent as well as a valid driver's license is desired, but not required.

Principle Activities:

Maintain the cleanliness of all Silver Bay buildings – Interior and exterior

- Enter work orders in Facility Dude and report all safety issues to the Hospitality Services Dir. or Maintenance Director.
- Train new employees the proper procedures, safety items and guest room amenities.
- Supervise and work with part time and summer employees assigned to them.
- Oversee and work an assigned route in the summer and work any/all routes in the shoulder season.
- Clean staff bathrooms 6 days week in the summer season and as needed in the shoulder season.
- Assist with laundry when necessary – Washing, drying, folding and storing neatly.
- Check and assist with cleaning and keeping closets well stocked for their routes, meeting spaces, staff restrooms and public restrooms.
- Practice safe chemical use.
- Assist when needed in the CSU area of the Hospitality Services Department including setting up, tearing down and cleaning meeting spaces.
- Assist with the shutting down and opening up of buildings and meeting spaces as well as spring cleaning all during the slower periods of the year. This includes making sure that the heat in each room or building is set at the proper temperature depending on the status of the room.

87 Silver Bay Road, Silver Bay NY 12874
P 518.543.8833 or 1.888.758.7229
www.silverbay.org



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Principle Activities:

- Complete daily inspections, check and turn in the daily route paperwork properly marked completed
- Keep daily timesheets of work completed for tracking spring cleaning, Nature's Classroom and the Brookside and Trinity program hours.
- Any other duties as assigned.
- As a 24-hour operation all staff will be asked to work weekends, evening or night shifts and/or holidays in order to serve our guests and program participants.

Submit Applications to:

twinchell@silverbay.org

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