

**Position:** Housekeeper

**About Us:** Silver Bay YMCA Conference & Family Retreat Center was founded in 1902 and is in Silver Bay, NY. Its 700-acre campus along one mile of Lake George shoreline offers a wide breadth of programs for all people and ages. Silver Bay YMCA presently employs ~50 full-time staff members plus a seasonal staff of ~200. Silver Bay YMCA is consistently ranked one of the top ten family reunion sites in the country and is on the National Register of Historic Places with the U.S. Department of the Interior. Silver Bay is engaged in various on-going modernization projects, including the newly opened \$14 million William Boyd Center. As a mission-based organization, Silver Bay YMCA offers a broad range of community outreach programs.

**Mission:** To foster relationships, strengthen communities and nurture spirit, mind and body for all

**Impact:** Because of Silver Bay YMCA, connections between people and family are stronger. People are more connected, respectful, and caring. They have the confidence to develop to their full potential and to positively impact the communities in which they work and live. As a result, communities are more dynamic, inclusive and diverse. As stewards of Lake George, we inspire people to be stewards of the environment while they are visiting our magnificent campus and in their home communities.

**Classification:** Full-Time/Non-Exempt

**Salary and Benefits:** \$14.00 - \$15.75...Salary commensurate with experience. Excellent benefits package including health insurance, dental and vision insurance, retirement, paid time off and more.

**Application Deadline:** Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately. Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately.

**Qualifications:**

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.

**Principle Activities:**

- Maintain the cleanliness of all Silver Bay buildings – Interior and exterior
- Work an assigned cleaning route.
- Clean staff bathrooms as needed
- 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 of buildings and meeting spaces. 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.
- Complete daily inspections, check and turn in the daily route paperwork properly marked completed
- Keep daily timesheets of work completed for tracking cleaning.
- 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