



# Silver Bay YMCA

## Position: Housekeeper

- Position reports to:** Hospitality Services Director & Housekeeping Route Supervisor
- 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.
- 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.
- 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 up 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.
- Dress Code:** The professional appearance of our staff reflects the responsible dedication of you, the staff member and Silver Bay. We expect your clothes to be clean and you to be neatly groomed when on duty. Staff is expected to wear their badge; staff shirt; black pants or shorts with at least a 4 inch inseam; no denim, no cargo style pants or shorts, and closed toed shoes.
- Submit Applications to:** [twinchell@silverbay.org](mailto:twinchell@silverbay.org)

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