

Position: Laundry Attendant

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.

General Function: To launder all terry, bedspreads, blankets, bed pads and shower curtains as they come into the hospitality services laundry area and make ready for the staff to use to supply rooms, cottages, public spaces, and staff areas.

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. They must be able to help supervise from one to thirty hospitality services staff in the absence of the Hospitality Services Director and/or Supervisor.

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 is desired, but not required. A valid driver's license is required

Principle Activities:

- To launder all terry, bedspreads, blankets, bed pads and shower curtains as they come to the Laundry.
- To launder CSU and kitchen linens when needed.
- To remove stains and check the condition of all items being sent out to be used by guests and staff.
- To wrap and keep clean the laundry items.
- To keep clean the housekeeping area including the restroom and the guest laundry and restroom.
- To stock supply shelves with housekeeping supplies and linens
- To have cottage set ups made up and ready when needed.
- To assist staff in getting their cleaning supplies, trash bags and laundry.
- To track inventory of laundry chemicals and to report problems with laundry machines.
- Complete daily work log in the shoulder seasons for tracking of spring cleaning, Nature's Classroom, Brookside and Trinity hours.
- Any other duties as assigned.
- As a 24-hour operation all staff may be asked to work weekend, evening, or night shifts and/or holidays in order to serve our members, guests, and program participants