



Silver Bay YMCA

Position: Laundry Attendant

Position reports to: Director of Hospitality Services & Hospitality Services Supervisor

Classification: Part Time Seasonal/Non-Exempt

Mission: The mission of Silver Bay YMCA is to foster a lifelong sense of belonging, strengthen relationships, and nurture spirit, mind, and body for all.

Vision: The vision of Silver Bay YMCA 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, develop leaders, creates world mindedness, and feeds the soul.

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.

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 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 also 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.

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