



Silver Bay YMCA

Position: Lobby Porter – Hospitality Services

Position reports to: Director of Hospitality Services, Hospitality Services Supervisor & Housekeeping Route 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 maintain a clean comfortable environment in all public spaces for guests and staff.

Know How: You must be in good physical health and be able to climb ladders, stairs, etc. and perform other manual tasks. This position requires the ability to respond to guests and staff with courtesy. The ability to work well with a team is necessary. Hospitality Service staff start early in the morning and finish by mid-afternoon with an occasional long day and evening duty.

The ability to read and write English and interpret oral and written informational data is required. A high school degree or equivalent as well as a valid driver's license is desired, but not required.

- Principle Activities:**
- The Lobby Porter position is a position that rotates between occupied spaces to ensure that they are kept as neat and clean including restrooms, lobbies, public facilities, meeting spaces, porches, and other areas as assigned by your supervisor.
 - Cleaning includes toilets, trash, sweeping, mopping, vacuuming, windows washing, keeping furniture dusted and neat. The list of spaces fluctuates with guest usage so no day is the same.
 - Staff member will keep a regular schedule of disinfecting frequently of high touch areas as well as keeping a log of the disinfecting schedule that will be turned in at the end of each shift
 - This is a rotation that will continue throughout the day to keep on a 3 to 4 hour schedule. Meeting spaces will need to be done as groups/functions are breaking for lunch or at the end of their sessions.
 - Staff person may also be required to help clean up the staff restrooms and staff office spaces as well with the rest of the Housekeeping staff.
 - You are expected to maintain the cleanliness and keep clutter free the closets and areas where cleaning supplies are stored as well.
 - Practice safe chemical usage.
 - Perform CSU duties as needed.

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

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