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## **Job Description**

Saranac Village at Will Rogers is currently hiring for the following:

**Position Title:** Night Front Desk Worker **Department:** Administration

**Supervisor:** Director of Business Administration

### **Position Summary:**

To provide an atmosphere of security for the residents while providing janitorial, housekeeping, kitchen, maintenance and occasional clerical tasks for the administration and residents of Saranac Village at Will Rogers. Employee must be awake at all times.

### **Essential Job Functions:**

§ To be responsible for the general security of the building including completing rounds every hour.

§ To complete general cleaning including but not limited to, vacuuming the dining room and great room, completing laundry, sweeping and mopping of kitchen, bathrooms and foyer, resetting dining room, setting up for breakfast, delivering newspapers and locking and unlocking doors.

§ To answer questions from residents, guests and staff, referring them to contact points at which they can obtain further information

§ To assist other department managers with both supervisor's approval

§ To use software skills, internet research abilities and strong communication skills to provide answers to residents, guests and staff

§ To meet the needs of residents, guests and staff not limited to the front desk

§ To maintain contact with other departments regarding matters arising during regular and emergency situations

§ To represent Saranac Village at Will Rogers in the community

§ To perform other duties as assigned

### **Decisions made as part of Regular Duties:**

§ Take initiative in absence of supervisor under supervisor's stated guidelines

§ Keep projects on schedule

§ Take messages when employees are not able to answer calls

**Essential Job Requirements:**

§ High School Diploma or equivalent

§ College Diploma preferred

§ Experience with the elderly preferred

**Work Environment:**

Must be able to function effectively in a small work area and a busy atmosphere while multitasking.

**Hours:**

4pm - 12am 4 days a week

6pm - 12am 1 day a week

Overnights also possible if candidate is interested.

Fill-in Hours Available as well.

Job Type: Full-time

Pay: \$12.00 - \$14.00 per hour

Applicants can apply through [indeed.com](https://www.indeed.com), or stop by to pick up an application. Any questions or inquiries can also email Gina directly at [gpollock@saranacvillage.com](mailto:gpollock@saranacvillage.com).