



## External Posting URL

<b>Job Title:</b>	Front Desk Worker	<b>Job Category:</b>	Administrative/Security
<b>Location:</b>	Saranac Lake, NY	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	\$12.50-\$13.00	<b>Position Type:</b>	Part Time/Fill In
<b>HR Contact:</b>	Gina Pollock	<b>Date Posted:</b>	12/1/2020
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Does not expire
<b>Applications Accepted By: Email, and In Person</b>			
<b>FAX OR EMAIL:</b> Gpollock@saranacvillage.com		<b>IN PERSON:</b> 78 Will Rogers Drive, Saranac Lake NY 12983	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Saranac Village at Will Rogers is actively seeking a part time employee, to cover a variety of shifts for the 24-hour front desk. This employee provides 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</p> <ul style="list-style-type: none"> <li>• Employee is responsible for the general safety and security of building, including but not limited to doing hourly rounds, locking and unlocking doors, and answering of emergency calls.</li> <li>• 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.</li> <li>• Sorting and delivering of mail and newspapers.</li> <li>• To answer questions from residents, guests and staff, and refer them to the contact points at which they can obtain further information.</li> <li>• To assist other department managers with the Business Administrators approval.</li> <li>• To use software skills, internet research abilities and strong communications skills to provide answers to residents, guests and staff.</li> <li>• To meet the needs of residents, guests, and staff not limited to the front desk; being an overall team player.</li> <li>• To maintain contact with other departments regarding matters arising during regular and emergency situations</li> <li>• To perform other duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• College Diploma preferred</li> <li>• Experience with the elderly preferred</li> </ul> <p><b>PREFERRED SKILLS</b></p> <p>Ability to maintain a professional demeanor while responding to emergencies, take initiative in absence of supervisor under supervisors stated guidelines, keep projects on schedule, take messages when employees are not able to answer calls.</p>			