Job Title: **Weekend Manager** FLSA: Non-Exempt

Department: Ronald McDonald House Reports to: House Manager

**Position Description:**

The Ronald McDonald House Weekend House Manager is a part time hourly rate

position and reports directly to the House Manager at our RMH near Blank Children’s Hospital and our RMH at MercyOne Children’s Hospital. The objective is to manage the

weekend and/or evening operations of the Ronald McDonald House, dealing with guests

and families with care and compassion and overseeing the facility in tandem. Responsibilities included are as follows, but certainly not limited to: Areas such as facility operations and cleaning, guest family check-in/check-out, and management of overall resource coordination.

**Position Responsibilities:**

* This position may require sleeping at the RMH and being “on call” during overnight hours

• Work with members of the RMH staff, and volunteers to achieve the goal of

providing the best possible services for guest families

• Handle all areas of guest check-in and check-out, manage wait list, room

assignments, hotel stays, referrals, enforcing House rules and policies, inspection

of rooms at check-out, and preparing bedroom for the next guest.

• Do regular inspections to determine cleaning requirements and supply needs

• Report any maintenance needs of the House to the House Manager

• Updating guest management software

• Ensure kitchen is continually stocked and cleaned

• Clean common area bathrooms daily

• Ensure that all common rooms in the House are clean, safe and stocked

• Keep linen closet stocked and cleaned

• When shift is over, communicate thoroughly with relieving Weekend Manager

and/or Overnight Staff anything regarding occupancy, maintenance and any

activities that occurred

• Both Houses work in conjunction to assist with providing a meal and any supplies needed

• Assist any volunteers or volunteer groups with their project while at the House

**Requirements:**

1. Ability to work independently and initiate solutions to problems

2. Strong desire to work with people

3. Provide a positive image of RMH through communications, behavior and

professional attitude

4. Must be detail oriented

5. Must demonstrate good judgment and good decision making skills

6. Ability to lift up to 35 lbs

7. Valid driver license and insurance

8. Manage shift in accordance with RMH employee handbook

9. Season Flu vaccination and COVID-19 vaccination may be required, contingent on guidance from CDC, Local Hospital partnerships and RMHC Global Guidelines

**Direct Reports:**

Volunteers during the weekend

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Physical Demands: While performing the duties of this job, the employee is

occasionally required to walk, sit, use hands to manipulate, handle or feel objects, tools

or controls; reach with hands and arms; balance, stoop, talk and hear. The

employee must occasionally lift and/or move up to 35 pounds. Specific vision

abilities required by the job include close vision, distance vision, color vision,

peripheral vision, depth perception and the ability to adjust focus.

**General:**

The employee is expected to adhere to all company policies as outlined in the most current Employee Handbook.