

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

**Department:** Ronald McDonald House      **Reports to:** Family Services Manager

**Position Description:**

The Ronald McDonald House Weekend House Manager is a part time hourly rate position and reports directly to the Resident Manager. 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 nightly resource coordination.

**Position Responsibilities:**

- Work with members of the RMH staff, and volunteers to achieve the goal of providing the best possible services for guest families
- This position requires sleeping at the RMH and being “on call” during overnight hours
- 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 Services 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
- Seasonal – ensure sidewalks are cleared of snow and ice melt is placed / Daily water exterior flower pots and flower beds
- When shift is over, communicate thoroughly with relieving Weekend Manager and/or Resident Manager anything regarding occupancy, maintenance and any activities that occurred
- In conjunction with the RMFR assist with providing a meal and any supplies requested
- 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 drivers license and insurance

**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 finger, handle or feel objects, tools or controls; reach with hands and arms; balance, stoop, talk or 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.
- Most work is conducted in an office environment. Attendance at events may be indoors or outdoors, possibly in hot or wet weather. In conjunction with certain events, employee may be required to lift packages (up to approximately 35 pounds) and stand for long periods of time. Must have access to a vehicle and possess a valid driver's license.

**General:**

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