



## **Weekday Overnight Relief Staff**

*Part-time (Tuesdays & Wednesdays)*

Ronald McDonald House Charities® of CNY Inc., a temporary home for families whose children are receiving treatment at area medical centers, is seeking **Weekday Overnight Relief Staff**.

This position works with the House Manager to ensure the smooth operations of the CNY Ronald McDonald House and the comfort of guest families.

The part-time position; one shift is defined as:

- |                                |  |
|--------------------------------|--|
| - <b>10 p.m. - 12 a.m.</b>     | On duty (House operations responsibilities)          |
| - <b>12 a.m. - 7:30 a.m.</b>   | Sleep time (on call for in the event of emergencies) |
| - <b>7:30 a.m. - 8:30 a.m.</b> | On duty (House operations responsibilities)          |

### **Responsibilities:**

The primary areas of responsibility include guest services and house operation.

Responsibilities include administrative and clerical duties, supportive communication with CNY Ronald McDonald House guest families and receiving guest status updates. Performing House walk-throughs to secure all entrances and exits, being available when "on call" in the event of emergencies and responding as needed, and basic housekeeping.

Overnight stay is required. Accommodations and sleep time provided.

### **Qualifications:**

- Must be over the age of 21 – background check required
- Excellent customer service, conflict resolution and problem-solving skills

This is a minimum-wage position.

Only those with serious interest need apply. Send letter of interest, resume and references to: [careers@rmhcny.org](mailto:careers@rmhcny.org).