



Weekend & Relief Manager *Job Posting*

JOB SUMMARY:

Weekend relief support position for the Resident Manager and includes at least one weekend day per month. On-site management of Western New York healthcare hospitality house during weekend shifts and occasional relief for resident manager during week, requires overnight stay at facility during shift. Responsibilities include residential operations, guest services, basic accounting, housekeeping and maintenance, volunteer coordination, database and administrative support. Strong sense of responsibility and commitment to the hospitality house mission and compassionate to patient family needs. Ability to multi-task and stress management training preferred.

QUALIFICATIONS/SKILLS:

1. High school diploma (or equivalent relevant experience in human services), hospitality or social work a plus;
2. Working knowledge of Microsoft Office and data base operations a must.
3. Ability to perform physical requirements and lift up to 30 lbs. (snow removal and yard work included).
4. Must pass a health screening and background investigation

Position Hours: (At least once per month)

Saturday to Sunday: on-call offsite (10am - 6pm); on-site work (6pm - 11pm); On-call overnight stay (11pm - 7am); on-site work (7am - 10am);

Sunday to Monday: on-call offsite (10am - 6pm) on-site work (6pm - 11pm); On-call overnight stay (11pm - 7am; office until 8am).

Email resume to: buffalohospitalityhouse@gmail.com ONLY. No mail, fax or phone applications accepted.

Kevin Guest House

America's First Healthcare Hospitality House

Providing a comfortable and supportive home away from home for patients and their families traveling for medical care in Buffalo, NY

782 Ellicott Street, Buffalo, NY 14203 | 716.882.1818 | Fax: 716.882.1291

www.kevinguesthouse.org | facebook.com/kevinguesthouse | [@kevinguesthouse](https://twitter.com/kevinguesthouse)