

## Title: Housekeeper \*Full-time Job Posting\*

**Organization:** Kevin Guest House (KGH) is the nation's first healthcare hospitality house situated in the heart of the Buffalo Niagara Medical Campus. KGH is a not-for-profit organization that provides a comfortable and supportive home-away-from-home for patient families traveling to Western New York for medical care. For more information, please visit [www.kevinguesthouse.org](http://www.kevinguesthouse.org).



**Status:** Full time (40 hours/week) non-exempt with benefits, M-F, occasional weekend/evening duties (daily hours 9:00 to 5:30 (includes 30 min unpaid break); **Benefits include single health insurance, simple IRA match, paid time off** and additional items in accordance with Kevin Guest House personnel policies. (**Annual compensation commensurate with experience range \$31,000 to \$36,000**). Potential for additional overtime hours for limited on-call emergencies & coverage for House & Grounds Manager or support business development programs or events (ability to work evenings, weekends for these limited opportunities). Submit cover letter, pay requirements and resume by email to [buffalohospitalityhouse@gmail.com](mailto:buffalohospitalityhouse@gmail.com). No mail, fax or phone applications please.

### Position Summary:

The **full-time on-site housekeeping**/janitorial services position is 40+ hour per week position ideal for that detailed oriented person who wants to provide a clean & safe atmosphere for patients and their caregivers traveling for medical care away from home. Will use necessary equipment, products/supplies, and follow safety practices for an indoor/outdoor four building campus. In addition to assisting with housekeeping and grounds maintenance, this position supports ordering & inventory supplies, prepare meals for guests, and other operations tasks for a Western New York healthcare hospitality house at the direction of the Executive Director and House & Grounds Manager. Responsibilities also include support of guest services and administrative duties or evening/weekend relief when needed. Position will support other staff functions at times when requested, including event & development preparation.

A successful candidate will have previous experience working with a non-profit atmosphere, low-income families or the healthcare industry. Strong sense of responsibility and commitment to the hospitality house mission and compassionate to patient family needs. Ability to multi-task and stress management preferred.

### QUALIFICATIONS/SKILLS:

1. High school diploma or equivalent with relevant experience in human services.
2. Previous housekeeping experience a must; healthcare, hospitality, or social work experience a plus
3. Ability to function effectively in a team environment and strongly self-directed
4. Dependable, punctual & compassionate perspective.
5. Ability to perform physical requirements and lift up to 30 lbs. (snow removal and yard work included)
6. Working knowledge of Microsoft Office and database operations encouraged.
7. Must pass a health screening and background investigation.

**KGH IS AN EQUAL OPPORTUNITY EMPLOYER and follow all federal law requirements.** KGH is committed to diversity and inclusion within our community and everyday work to promote safety, health, and wellness. Kevin Guest House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation, and training. Please note: this job description is intended to identify and list the responsibilities, duties, and qualifications for the position. It cannot be considered all-inclusive, however, as changing organizational circumstances can result in changes to some of those responsibilities, duties, and qualifications. Further, every task supporting the functioning of the position may not be listed or not listed in detail. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

**Kevin Guest House** - America's First Healthcare Hospitality House  
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