

Saranac Village at Will Rogers is an independent living community where staff and residents are treated like family! We are currently hiring for a **Part Time/Fill In Concierge**. Come make a difference in so many people's lives while working in a positive, family friendly atmosphere!

**Position Title:** Night Time/Overnight Concierge **Department:** Administration  
**Supervisor:** Business Office Manager

**Position Summary:**

To provide an atmosphere of security for the residents while providing janitorial, housekeeping, kitchen, maintenance and occasional clerical tasks for the administration and residents of Saranac Village at Will Rogers. Employee must be awake at all times.

**Essential Job Functions:**

- § To be responsible for the general security of the building including completing rounds every hour.
- § To complete general cleaning including but not limited to, vacuuming the dining room and great room, completing laundry, sweeping, and mopping of kitchen, bathrooms and foyer, resetting dining room, delivering newspapers and locking and unlocking doors.
- § To answer questions from residents, guests, and staff, referring them to contact points at which they can obtain further information
- § To assist other department managers with both supervisor's approval
- § To use software skills, internet research abilities and strong communication skills to provide answers to residents, guests and staff
- § To meet the needs of residents, guests and staff not limited to the front desk
- § To maintain contact with other departments regarding matters arising during regular and emergency situations
- § To represent Saranac Village at Will Rogers in the community
- § To perform other duties as assigned

**Decisions made as part of Regular Duties:**

- § Take initiative in absence of supervisor under supervisor's stated guidelines
- § Keep projects on schedule
- § Take messages when employees are not able to answer calls

**Essential Job Requirements:**

- § High School Diploma or equivalent
- § Experience with the elderly preferred

**Work Environment:**

Must be able to function effectively in a small work area and a busy atmosphere while multitasking.

**Hours:**

4pm - 12am

12am-8am

Day Fill-in Hours Available as well.

Job Type: Part-time

Pay: Depends on Experience