



Job Announcement

RMHC Dayton has immediate openings for part-time employees in Hospitality Services. We are seeking customer focused professionals with a passion for helpful others.

About Us:

RMHC Dayton is a mission focused nonprofit that serves families of children with complex and life-changing medical diagnoses and injuries. We are committed to keeping families close to the medical care they need, the comforts of home they crave, and the family members they could not go through their healthcare journey without. RMHC Dayton provides hospitality services through their House Program and their 2 Family Rooms, inside partner hospitals. RMHC Dayton is a person centered, family friendly workplace with flexible scheduling and a comfortable, business casual environment.

Key Responsibilities:

- Customer Service
 - Receive and process applications
 - Register and orient guests
 - Schedule transportation
 - Provide support and direction to guests and visitors
- Data Entry
 - Maintain guest records
 - Log daily activities on shift reports
- Light Housekeeping
 - Maintain the cleanliness of guest spaces
 - Guest room turnover (depending on location)
- Supervision
 - Oversight of volunteers
 - Oversight of guest activities
- Security
 - Must be comfortable being the only staff member in a space
 - Viewing security monitors
 - Operating lock system

Hours:

- Hours vary by position, with shifts 4 to 8 hours in length between 8 AM and 10 PM
- Part-time is 12-20 hours
- Weekend and holiday availability is a must

Compensation:

Part-Time positions start at \$15 per hour

Apply today by sending a resume and cover letter to HR@RMHCdayton.org.