



WHITEFACE L O D G E

Position: Facilities Administrative Assistant
Supervisor: Facilities Manager
Department: Facilities

FLSA Status: Non-Exempt

Position Summary To provide administrative support for the engineering department.

- Essential Functions**
- * Schedules department meetings. Coordinates meeting rooms.
 - * Assists the Chief Engineer in administrative functions.
 - * Maintains the filing system for the Facilities department.
 - * Types all correspondence for Facilities Manager.
 - * Performs mailing, faxing, and express mail functions for Facilities department.
 - * Tracks departmental budget.
 - * Provides telephone support for Facilities department.
 - * Tracks capital expenditures.
 - * Makes weekly schedule for Facilities employees
 - * Orders building supplies. Maintains a PO system for Controller/Chief Engineer

 - * Inputting information into the Excel spreadsheets for the water meter readings and electrical/propane, keeping all data current
 - * Maintaining employee mailboxes with work orders that are assigned to those employees. This needs to be checked twice a day
 - * Keeping the whiteboard information current
 - * Maintaining paper flow in regards to building checks, room arrivals, and employee paperwork ensuring that it is all filed in its correct location in an orderly fashion
 - * Managing time punches and schedule input in ADP Timesaver, along with adjusting missed punches. Keeps payroll/HR informed of vacation time requests and approvals.
 - * Maintaining and keeping information current in the system
 - * Maintaining Big Foot cmms, as well as the data coming in that is assigned to the staff members

Position Requirements

Minimum Knowledge Requires thorough knowledge of a specialized or technical field. May compile objective and measurable data and produce reports. May require operating knowledge of manufacturing or computer equipment, or may require broad knowledge in clerical or service areas.

Formal Education and Job-Related Experience This position requires a minimum formal education of a high school diploma and a minimum of one year job-related experience.

License, Registration, and/or Certification Required NY State Drivers License

Teamwork and Collaboration This job is part of a formal work team within the department.



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Working Conditions and Physical Effort

Stress Load	Regular exposure to stresses.
Workload Fluctuation	The workload required to perform this job requires ability to adapt to change.
Manual Skills	Significant portions (more than 50%) of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity, e.g., typing, handwriting, or machine operations.
Physical Effort	Some portions (10 – 50%) of daily assignments involve prolonged standing, transporting material or equipment, or lifting, moving, or carrying heavy (over 30 pounds) materials for intermittent periods throughout the day.
Physical Environment	Generally free from exposure to dirt, odors, noise, temperature / weather extremes, or unlevel, slippery, or unstable working surfaces.
Work Schedule	Work is performed during regular business hours. Schedule varies according to business demands and needs.
Occupational Risks	Some portions (10 – 50%) of daily assignments involve occupational risk, such as cuts, burns, exposure to toxic chemicals, injuries from falls, or back injury sustained with assisting in moving, lifting, or positioning equipment or materials.
Ergonomics Risks	Significant portions (more than 50%) of daily assignments involve ergonomic risk, such regular repetitive tasks, forceful or prolonged exertions of the hands, vibration, cold temperatures, heavy lifting, pulling, pushing, or carrying of heavy objects, poor body mechanics, restrictive workstations, or awkward postures.
Safety	Responsible for adhering to all safety policies and procedures of Urgo Hotels & Resorts.
Required Travel	Position does not require travel to other Urgo Hotels & Resorts properties or client locations. Work is completed on the property.

Urgo Hotels & Resorts Performance Standards

1. Be **professional**: wear proper attire, be well groomed, have a **Service Frame of Mind**, and be prepared to exceed the expectations of our guests.
2. **Cheerfully** communicate with our guests and each other, using **honesty** and **sincerity**.
3. Speak to the guest before he/she speaks to you.
4. Have a **smile** on your face and in your voice at each guest encounter.
5. Be **aggressively friendly**: greet each guest with direct eye contact, a smile and a warm welcome.
6. Never allow guests to wait without acknowledgement.
7. Always introduce yourself using your name; address the guest by name whenever possible.
8. Speak with **respect** and kind words in all conversations.
9. At all opportunities, identify and meet guests' needs before they have to ask. Be **responsive** and **accommodating**.
10. Handle guests' request immediately. Be **energetic** and **polite** in your response.
11. Never say "no"-think of a creative way to say "yes"! Be **understanding** and **diplomatic**.
12. Solicit feedback from guests whenever possible and make note of anything we can do to improve their stay. Be **receptive** to their comments.
13. When presented with a guest problem, be **calm**, and listen **empathetically**.

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14. Make every attempt to correct yourself.
15. If you can't fix a problem, immediately find the appropriate person who can.
16. The person who corrects the problem must ensure the guest is satisfied with the solution.
17. The safety and security of guests, each other, and the hotel property is everyone's responsibility.
18. It is everyone's obligation to keep hotel immaculately clean both inside and out. Be *considerate* of our guest's expectations by removing any litter or debris you see.
19. Know all hotel services and where to direct guests for information. Be *patient* and *courteous*.
20. A guest should NEVER have to ask for a service that is our standard to provide.

Supervisor Signature: _____ **Date:** _____

We are a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with The Whiteface Lodge business needs. More specifically, the incumbent may be required to perform additional and / or different responsibilities from those set forth above.

I have read this job description and fully understand that failure to comply with any of the stated responsibilities is grounds for disciplinary action.

Employee Signature: _____ **Date:** _____