



LANDMARK STAFFING

Position: Guest Service Coordinator

Location: Grand Junction, CO

Type: Full Time

Wage: \$15.00/ hour

Job Responsibilities:

Guest Services Coordinator is a full-time, non-exempt employee and is responsible for day-to-day operations and activities that take place therein.

- Enforces the Facility rules and assists in implementing disciplinary actions, as needed/requested
- Participates in Guest Services Coordinator Team member meetings.
- Ensure house is drug/alcohol/weapon free by conducting scheduled and random walkthroughs and logging the results
- Maintain the dorm to the established standard
- Manage train and coach guests in their job duties-and will know the whereabouts of guests at all times
- Help train guests for their assigned job duties; and necessary soft skills that will benefit them as individuals and workers (mostly on-the-job style training.)
- Cleanliness - See that Shelter is cleaned according to the established standard. This includes daily cleaning, removal, dispersion, or storage of all clutter, trash, donations, parking lot trash, sidewalks, etc. There can be no unnecessary accumulation of anything.
- Inventory - Receive, record, monitor, and distribute inventory supplies purchased by the Shelter for the daily operations and maintaining of the North Avenue Shelter.
- Maintenance - Will generate a list of work orders for presentation to the Maintenance

Coordinator.

- General Schedule - Sees that all services are started and finished according to schedule (Check-in, Bed Check-in, Showers, Chores, Breakfast, Laundry, Etc.)
Current Available Shifts: 2:00 p.m. - 10:00 p.m. and 4:00p.m. - 12:00 a.m.

Job Requirements:

- Highschool diploma or GED
- At least 1 year of relevant experience
- Strong communication skills both written and verbal
- Strong Ethics and integrity with ability to work with people of diverse cultural, education, and religious backgrounds
- Work Schedule as Assigned
- Background Check and Drug Test

Knowledge, Skills, and Abilities:

- Mechanical Operation of Fire Alarm, Electric, Gas, and Water Shut-Off, Etc.
- Inventory knowledge
- Ability to resolve conflict professionally and respectfully while maintaining composure under pressure.



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- **Team leadership abilities**
- **General Housekeeping**
- **Basic Knowledge of Windows software applications**