



Home Manager

About Hearts of Hospitality

At Hearts of Hospitality, our mission is simple but powerful — **bringing families back to the dinner table.**

We serve households with compassion, trust, and peace, offering more than just cleaning — we bring care, organization, and calm into everyday life.

As we expand our services in 2026, we're introducing **Home Management** — a whole-home support service designed to help families simplify, organize, and feel at peace in their space. Our Home Managers are the heart of this mission, helping families focus on what matters most by taking care of the details that keep home life running smoothly.

The Role

The **Home Manager** is a trusted partner for busy families, ensuring their homes are not just clean — but cared for, organized, and operating in harmony.

This role blends elements of home organization, scheduling, errand support, and light household management. You'll act as the family's right hand — the person who anticipates needs, keeps routines on track, and brings order to everyday life.

Whether managing the weekly home rhythm, coordinating services, or helping prepare for guests, your goal is to create a sense of peace, balance, and hospitality within the home.

What You'll Do

Household Coordination

- Maintain weekly home systems — laundry, light tidying, household resets, and organization.
- Manage family calendars and appointments (cleaning, pet care, errands, deliveries, etc.).
- Coordinate with vendors or service providers as needed.
- Ensure household supplies are stocked, labeled, and stored properly.

Home Organization & Reset Support

- Assist in organizing spaces such as kitchens, closets, playrooms, or pantries.
- Create functional systems for busy family areas to support smoother daily routines.
- Manage donation drop-offs or seasonal changeovers (decor, wardrobe, etc.).

Errand & Lifestyle Support

- Grocery shopping, meal prep assistance, or household errands.
- Oversee incoming/outgoing mail, package deliveries, or returns.
- Light event prep support (family gatherings, birthdays, holidays).

Family & Pet Coordination

- Support routines around family activities and pets (walks, appointments, supplies).
- Maintain communication logs or checklists to ensure continuity between visits.

Peace of Mind & Proactive Care

- Anticipate needs before they arise and create solutions that make daily life easier.
- Bring a sense of calm, trust, and professionalism to every home.
- Communicate clearly with families and the HOH leadership team for seamless support.

Who You Are

You're a heart-led professional who finds purpose in caring for others and creating order. You love helping families feel supported and thrive in a well-run home.

You have:

- Exceptional organization and time-management skills
- A heart for service and genuine empathy for others
- Strong communication and problem-solving skills
- The ability to multitask and adapt with grace
- A proactive mindset — you see what needs to be done before being asked
- Integrity and respect for privacy — discretion is key

Requirements

- 3+ years of experience in household support, organization, childcare, or home service roles
- Valid driver's license and reliable transportation
- Comfortable using smartphones, email, and scheduling tools
- Physically able to complete light household tasks (lifting, bending, organizing)
- Must pass a background check
- Availability between **9 AM – 5 PM, Monday–Friday**, with some flexibility as needed

Details

- **Hours:** 20–30 hours per week (potential to grow)
- **Compensation:** \$22–28/hour based on experience
- **Location:** Fargo–Moorhead area and surrounding communities
- **Reports To:** Hearts of Hospitality Leadership Team

Why Join Hearts of Hospitality

At Hearts of Hospitality, you'll be part of a team that believes **hospitality is love in action**. We value connection, care, and community — both in the homes we serve and within our own team.

You'll receive ongoing training, mentorship, and the support of a leadership team that believes in your potential. Together, we create meaningful work that transforms homes and hearts alike.