

## **ROLE OF THE HOUSE MANAGER**

### **OVERVIEW**

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. Should you have any questions about the role of this officer, please contact Fraternity Staff. For additional resources, please visit [alphasig.org](http://alphasig.org).

### **RESPONSIBILITIES**

- Reports directly to the VP of Finance and meets monthly to discuss rent and finances for the house.
- Ensures chapter facility is a safe and clean environment.
- Ensures chapter facility is at maximum capacity.
- Creates the sign-up process for living in house, including room selections and a waiting list.
- Oversees all kitchen operations and assists House Corporation/CLVEN NHC in supervising any cooks, cleaning staff, etc.
- Works with the House Corporation/CLVEN NHC to ensure that all employee tax forms are completed by the deadline.
- Creates a weekly cleaning schedule for the chapter facility, not including the kitchen.
- Creates a daily cleaning schedule for the kitchen.
- Ensures all repairs are reported and fixed in a timely manner.
- Coordinates, at minimum, an annual work day to deep-clean the facility, make any necessary repairs/renovations to the facility and property (this can be in conjunction with alumni and/or parents).
- Makes weekly contact with the Housing Advisor and contacts House Corporation/CLVEN NHC/Property owner/manager as needed.
- Conducts semi-annual required fire drills.
- Posts fire escape routes.
- Checks and tests smoke detectors semi-annually.
- Enforces member and chapter lease requirements and ensures timely lease completion for all members.
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition.
- Enforce the house rules set forth by the Chapter, CLVEN, or the town/city..