

POSITION TITLE: House Manager

SALARY LEVEL: \$15.25-\$15.75 DOE

FLSA STATUS: Non-exempt

REPORTS TO: Program Director

HOURS: This is a full time position, primarily Monday-Friday. At times, days and hours will vary based on the needs of the Nursery.

SUMMARY

Responsible for maintaining Nursery in good repair, scheduling necessary maintenance and upkeep, and ensuring compliance with state licensing requirements. Position will require flexible hours.

PRINCIPAL ACCOUNTABILITIES

House Management

- Responsible for staying current on all site related licensing regulations, exclusive of personnel regulations, and for seeing that the Crisis Nursery is in conformity at all times.
- Conduct monthly fire and security drills and maintaining appropriate documentation for state licensing. Also to include yearly maintenance of fire equipment and inspections.
- Participate in licensing visits, being prepared with documentation on all relevant items (menu's, fire drills/inspections, etc.).
- Direct supervision of household expenses and management of food and household budgets.
- In coordination with the Development Team as needed, procure donations of services and items that will decrease operating expenses.
- Prepare monthly menus that comply with Department of Health and licensing guidelines. Maintain appropriate records and the internal database for food/menu management.
- Prepare shopping lists and conduct all household shopping.
- Maintain food donations, walk in coolers and freezers, and pantry in accordance with licensing requirements.
- Overall maintenance and monitoring of the facility, including changing of light bulbs and furnace filters, etc., minor repairs and upkeep of Nursery and exterior grounds (including parking lot, flowers, etc).
- Determine need for repairs, contact appropriate repair service if repairs cannot be done internally or with a volunteer, and arranging for someone to be present during repairs.
- Procure snow removal and lawn care services. Schedule and monitor snow removal and lawn care services based on needs of season.
- Update the Development team on current needs of Nursery for newsletters and other publications.
- Coordinate with the Administrative Coordinator in ordering and shopping for office supplies.
- Maintain contact and a good working relationship with ongoing donors of household items.
- Management of donations by helping to determine what is brought in, kept in house, or put out to the community. Responsible for donations kept in house being properly stored.
- Coordinate and manage donation drives between VBCN and the community so needs are known and available when appeals come in.
- Work with the Volunteer Director to coordinate group projects, support the supervision and management of volunteers and volunteer groups, and track volunteer hours and projects.
- Coordinate and oversee "house" volunteers.

- Will keep the Program Director and Executive Director advised on all house, physical plant and staff-related issues.
- Work closely with Program Director and Executive Director on development of house policy.
- Other duties as assigned.

Houseparent Supervision

- Oversee training of all new staff, Certified House Parents, and Lead House Parents on fire and security information during initial training.
- Function as part of House Parent training team with special regard to household maintenance and repair.
- Keep Program Director advised on houseparent performance of assigned tasks.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds minimum.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in an office environment with a quiet to moderate noise level. When attending to needs in nursery, noise level may be moderate to high, and attending special events employee may be exposed to a variety of outdoor weather environments and noise levels. Occasional travel is required. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must possess ability to train and supervise employees.
- Skilled in organizing, prioritizing and scheduling work assignments for self and subordinates.

MINIMUM REQUIREMENTS

- Experience with maintenance and minor repairs highly desired.