

Position Title: House Manager

Compensation: \$15.90 - \$16.50

Reports to: Children's Services Team Lead

Hours: Primary hours to vary from 8:30am-4:30pm or 11:30am-7:30pm. Work week is 32 hours. Schedule can be flexible for the days of the week.

Summary:

The House Manager oversees that Program Department areas are organized, stocked and tidy, along with management of the kitchen. This position works collaboratively with the Kitchen Assistants to provide nutritious food in an efficient and low cost manner.

Principal Accountabilities:

- Monitoring systems used in Program Department areas for stocking and organization to keep the department running smoothly and efficiently
- Maintaining first aid kits throughout the Program areas
- Manage seasonal clothing swap
- Manage the flow of donations for the Program Department including sharing donation requests with the other Vanessa Behan Departments or donors
- Maintain contact and a good working relationship with ongoing donors
- Weekly grocery shopping, picking up donations, or dropping items off at designated sites
- Work with the Program Director to manage the food and household budgets
- Training staff and volunteers to work in the kitchen
- Kitchen Management tasks:
 - Ability to adapt to menu changes to utilize fluctuating food donations
 - The ability to follow a recipe and set a menu that complies with Department of Health and licensing guidelines
 - Prep food and equipment for upcoming snacks and meals
 - Adherence to proper food storage, heating, and cooling processes
 - Oversee the cleanliness and care for the kitchen
- Other duties related to supporting VB structure as assigned by supervisor

Minimum Requirements:

- Must be 18 years old to apply
- Ability to complete: TB test, TDaP booster, background check, yearly flu shot and food handlers permit
- Understanding, commitment, and application of Vanessa Behan's core values (excellence, humility, passion, and relationships) resulting in positive feedback about work from leadership, peers, volunteers, and outside constituents.
- Excellent communication skills
 - Communicating with supervisors about absences, menu planning, needs of the Program Department etc.
 - Communicating with House Parents re: meal times, food allergies, systems of organization etc.
- Maintain strict confidentiality
- Good time management
 - Meals ready by the requested times
 - The kitchen is cleaned by the time you leave your shift
 - Appropriate clothing available at change of season
- Skilled in organizing and prioritizing

- Ability to promote and participate in a teamwork environment

Working Conditions:

Work is performed in a child care environment with a moderate to high noise level. Work is performed in an environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

Physical Requirements:

These requirements are representative of those that must be met to successfully perform the essential functions of this position. 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.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to stand for 3 hours