Title: House Director
Reports to: Employment Committee Chair/FMC LLC Specialist

FLSA Classification: Exempt
Revised date: February 2018

Summary
The House Director is responsible for the overall operations of the House; including but not limited to the day-to-day maintenance, cleanliness, food service and safety of the House. The House Director consults with the House Corporation or FMC/LLC Specialist and with members of the House Corporation Board (HCB) or FMC/LLC Specialist for guidance and assistance in executing the duties.

Essential Functions
- Ensures a safe and productive environment for collegians and staff.
- Responds appropriately during all emergency situations by contacting appropriate parties.
- Creates a strategy for the long-term care and upkeep of the facility for the House Corporation Board or FMC/LLC Specialist.
- Communicates house maintenance issues to the House Corporation Board or FMC/LLC Specialist and coordinates all routine maintenance issues in a timely manner. Manages all minor repairs within agreed amount in a timely manner. Notifies House Corporation Board or FMC/LLC Specialist of major repairs that exceed agreed amount with estimates that need to be done. Reports immediately to the House Corporation Board or FMC/LLC Specialist all hazards and damages that require insurance claims.
- Stays within the given budget for ad hoc expenses; reconciles receipts and purchase orders; reviews and submits for payment through appropriate party.
- Purchases kitchen, cleaning and other necessary supplies while maintaining inventory.
- Recruits, interviews, conducts staff performance evaluations/discipline warnings and supervises staff with input from the Employment Committee Chair/FMC/LLC Specialist and Human Resources Business Partner (if on EMS).
- Processes new hire paperwork, schedules staff and submits timesheets in a timely manner.
- Collaborates with the Chef and the collegians to plan nutritious meals within the budget.
- Manages multiple preferred service providers to resolve issues while staying within budget.
- Remains with all visitors at all times including service providers.
- Keeps the House Corporation or FMC/LLC Specialist informed of any inspection by insurance adjusters, fire department, government agencies, or others concerned with the maintenance, security, and safety of the House.
- Assists the Director of House Management with the required fire drills and other required inspections; specifically seeking out any damage to the House.
- Meets and communicates regularly any unusual trends, activities and/or problems with the Chapter to the Chapter Advisor (ATC).
- Meets regularly with the House Manager and attends any meetings with Chapter members and/or boards as necessary.
- Must reside in the Chapter House each night the residents are in residence.
- Adheres to University, House Corporation Board, Office of Housing and Chapter policies and rules.
**Non-Essential Functions**
- Secures staff substitutes as needed.
- Fills in for the Chef as needed if not with a vendor.
- Serves as the official hostess, as requested, for the Chapter social events, such as recruitment.
- Opens and closes the House before and after each break in conjunction with the University academic schedule.
- The House Director may be required to check on the House periodically during House closures.
- All other duties as assigned.

**Experience** Previous house director or property management experience preferred.

**Education** High school diploma or equivalent.

**Technical experience** Must be able to utilize Microsoft Word, Excel, email and scanning.

**Travel** Minimal local travel.

**Lifting requirements** Must be able to lift a minimum of 25 pounds.

**Physical Demands**

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<th>Rarely</th>
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<tr>
<td>Occasionally</td>
<td>25% - 50%</td>
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<tr>
<td>Frequently</td>
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<td>Continually</td>
<td>75% - 100%</td>
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<table>
<thead>
<tr>
<th>Standing</th>
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<tbody>
<tr>
<td>Walking</td>
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<tr>
<td>Bending</td>
<td>Occasionally</td>
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<tr>
<td>Stooping</td>
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<tr>
<td>Crouching</td>
<td>Rarely</td>
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<tr>
<td>Kneeling</td>
<td>Rarely</td>
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<tr>
<td>Crouching</td>
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<td>Climbing stairs</td>
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The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

**Competencies - key performance indicators to be successful in this position include:**
- **Decision Quality**: Makes good decisions based on analysis, experience, and judgment.
- **Customer Focus**: Meets the expectations and requirements of the residents and staff.
- **Interpersonal Skills**: Relates well to others and builds rapport with residents, guests and vendors.
- **Understanding/Directing Others**: Provides clear direction to staff and vendors on expectations.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature: ___________________________ Date: ___________________________