CARLETON COLLEGE
Office of Residential Life

HOUSE MANAGER POSITION DESCRIPTION

House Managers provide a direct contact between the residents of Interest/Institutional houses and the Office of Residential Life staff.

House Managers’ primary functions are to aid house members in finding satisfactory individual and collective lifestyles which respect the rights of others, stay within the framework of community regulations and guarantee that the house atmosphere supports sleep, study and recreation in their proper place. House Managers should make a concerted effort to get to know their residents. Should problems arise, they can better serve as a resource if a relationship has already been established.

The House Manager position is a work study position ranging from 2-3 hours per week based on the number of students in the house. Work study positions on campus are limited to 10 hours per week per student. If you hold another work study position on campus, it would need to be decreased by the number of hours allotted for the house.

BASIC RESPONSIBILITIES:

I. Responsibility to House Members:

   A. Providing information to house residents by posting notices and distributing information from the Office of Residential Life.

   B. Convoking house meetings on a regular basis. In particular, they must convene meetings during the first week to discuss community standards and during the eighth week to discuss closing procedures.

   C. Maintaining an appropriate noise level so that people are able to study and sleep in their rooms.

   D. Taking the lead in responding to facility issues by submitting Facility Work Requests and crisis situations by contacting a Hall Director or the Hall Director On Call.

II. Responsibility to the Office of Residential Life:

   A. House Managers have the obligation to:

      1. Attend training meeting in September and training sessions as called by the Residential Life staff throughout the academic year.
      2. Be present on campus for all opening and closing responsibilities in your house. See your appointment letter for the specific dates that you are required to be on campus.
      3. Complete required paper work (including, but not limited to, End-of-Term Reports, RCRs and Safety Reports) in a satisfactory and timely manner.
      4. Maintain contact and open communications with appropriate members of the Residential Life staff, particularly the Hall Director working directly with your house.
      5. Have bi-weekly meetings with the Hall Director working directly with your house.
      6. Complete House Manager Weekly Reports by 7 p.m. every Sunday.

   B. House Managers are responsible for knowing and living within College policy and subsequently should:

      1. Inform the house members of expected conduct on College premises.
      2. Inform the Residential Life staff about student opinion of expected behavior.
      3. Inform the Residential Life staff about violations of College policy.
C. House Managers are responsible for notifying the Office of Residential Life about:
   1. Room changes and house capacity.
   2. Theft or damage to school or personal property.
   3. Conflicts or problems that arise in the house.

III. Responsibility in Maintenance of House
House Managers have the obligation to:
1. Inventory all rooms in the house when students move in and when they leave their rooms using the Room Condition Report.
2. Coordinate key collection at the end of each term and the end of the year.
3. Maintain a master room chart and an up-to-date roster with telephone numbers of the students living in the house.
4. Inventory and check the condition of all lounges, bathrooms, study rooms, and halls, using the Public Area Inventory and Condition Report form provided.
5. Request repairs needed on College property to the proper departments using the on-line Facilities Work Request Form.
6. Ensure that personal and College-owned furniture is kept out of the hallways.
7. Assure that all College-owned furniture remains in the proper locations and is not removed from the house.
8. Perform fire safety checks and complete reports once per term reporting defective or missing fire extinguishers, smoke alarms and exit lights to the Maintenance and Custodial Services office.
9. Know how to operate circuit breakers and fire safety equipment.
10. Confirm that students are not living in areas that do not meet fire and safety housing codes, such as basements, attics and porches.
11. Coordinate removal of garbage and recyclable materials from the house on a weekly basis and particularly at the end of each term.
12. Manage the upkeep and cleanliness of the public areas of the house, particularly the kitchen and the bathroom(s). Work with residents to schedule routine cleaning of these areas on a daily basis.
13. Inform residents of policies regarding the house particularly opening and closing details.

COMPENSATION
The House Manager position is a work study position. House Managers will be paid for 2-3 hours per week depending on the number of students in the house.

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<th>2 Hours</th>
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<tbody>
<tr>
<td>Berg House</td>
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<td>Douglas House</td>
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<td>Geffert House</td>
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<td>Hunt Cottage</td>
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<td>Page House East</td>
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<td>Prentice House</td>
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IMPORTANT DATES
House Manager Training: To be announced - Thursday, September 9
Fall Term Opening: 10 a.m. on Friday, September 10
Fall Term Closing: 2 p.m. on Tuesday, November 23
Winter Term Opening: noon on Saturday, January 1
Winter Term Closing: 2 p.m. on Tuesday, March 15
Spring Term Opening: noon on Saturday, March 26
Spring Term Closing: Commencement, Saturday, June 11. Depart no later than 8 p.m.

8/2010
Office of Residential Life