

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 CLVEN National House Corporation, Director of Housing.

For additional resources, please visit alphasigmaphi.org/CLVEN

RESPONSIBILITIES:

- Reports directly to the Treasurer and meets monthly
- 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 including supervising any cooks, cleaning staff, etc.
- Works with the House Corporation 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
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- Joins the Facebook Group specific to his position to network with other managers across the country

