



House Manager Job Summary

The House Manager is responsible for running the daily operations of Dosie's House. The House Manager supervises all house-related contractor work including and not limited to cleaning and lawn care services. The Village coordinates all student schedule requests through the House Manager (HM) and the HM assistant. Though this position is not required to physically be on campus daily, the HM is expected to be a part of the family dynamic that is Dosie's House. Please submit a cover letter and resume to info@dosieshouse.com with the subject line titled by your position of interest.

House Manager Duties and Responsibilities

- Provide oversight of all household activities assuring timely and high-quality completion of all tasks.
- Supervise the work of contractors, service people, artisans, and all other household and non-household employees assuring the best quality of work, and adherence to all household standards and expectations.
- Provide leadership and good example of the utmost in professional service standards.
- Provide oversight level security
 - Remain ever aware and watchful
 - Recognize vulnerabilities and bring to the attention of employer of security consultants.
- Accept and accomplish special assignments as chartered by Director.
- Suggest action plans (when requested) to accomplish goals of Director.
- Work with Activities Director to arrange for social activities as requested.
- See to all details of student schedules and brief resident interns daily.
- Know and understand when out of your depth and arrange for consultation and advice when needed.
- Administer/Supervise accuracy in tracking student medication
- Develop shopping lists for all household requirements
 - Cleaning supplies
 - Maintenance
 1. Household
 2. Grounds
 - Furnishings



- Decoration
- Linens
- Kitchen (see Chef)
- Replacements of damaged items.
- Develop proposed budgets for running the household.
- Perform or assign shopping and errands in accordance with Director's guidelines.
- Supervise making of travel, vacation/camps, and lodging arrangements.
- Keep running records of all household expenses and compare to approved budget
- Maintain household petty cash accounts
- House chores
 - Develop student chore schedule including:
 1. Schedule Rotation
 - Daily
 - Weekly
 - Monthly
 2. Standards – establish and maintain
- Assure that all routine household supplies are always on hand to ensure that no foreseeable items are understocked
- Maintain emergency cache of less often used supplies in safe place
- Develop and maintain secure storage room and inventory of contents.
- Arrange for and supervise all contract employees, temporary and adjunct household staff, and caterers
- Recruit, interview, and refer to Director's approval all recommended household staff. Discharge all unsatisfactory staff.
 - Maintain records:
 - Medications in house
 - Accidents from the Accident book
 - Locations of other reference data, manuals, and books of record which are
 - Inventory schedules
 - Contents by location
 - Insurable items



- Vendors and Contacts
 - Staff Duties and changes
 - House and employee ground rules
 - Security Arrangements
 - Staff Backgrounds and non-confidential records
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- Household security manual
 - Property Book
 - Damage Book
 - Accident Book
 - 1. One for household
 - 2. One for the Kitchen
 - Insurance records and items pending coverage
 - Standards Book – a joint project of the Board, Licensed Administrator, and the House Manager
 - 1. Protocols
 - Within property
 - Off property
 - Special occasions
 - 2. Grounds
 - 3. Buildings
 - 4. Correspondence
 - Automobile logs
 - 1. Travel
 - 2. Maintenance & inspections.
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- 2. Perform all other miscellaneous tasks as requested by guests, students, or interns as confirmed by Director

House Manager Requirements and Qualifications

- Genuineness regarding service and protecting/nurturing children



- Strong written & verbal communication skills
- Detailed Oriented
- Excellent organizational skills are vital
- Analytical skills/Proven effective decision-making skills
- House Management experience or equivalent
- Project Management experience a plus
- Degree in management or related field

*Compensation will be discussed during interview process.