



## **House Manager Assistant Job Summary**

The House Manager Assistant is responsible for supporting the House Manager in 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. This is full-time position that requires applicant to physically be on campus Monday through Friday and an occasional weekend. The HM Assistant is also 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](mailto:info@dosieshouse.com) with the subject line titled by your position of interest.

## **House Manager Assistant Duties and Responsibilities**

- Assist House Manager in daily duties
- Provide oversight level security
  - Remain ever aware and watchful
  - Recognize vulnerabilities and bring to the attention of House Manager
- Accept and accomplish special assignments as chartered by House Manager.
- Receive at door, and telephone and refer as appropriate.
- Look after all guests.
- Work with Chef to orchestration of Sunday dinners with mentors
- Arrange for entertainments, and social activities as requested by House Manager via Activities Director.
- Know and understand when out of your depth and arrange for consultation and advice when needed.
- Work with House Manager to ensure tracking and administering of all medication.
- Work with House Manager to develop shopping lists for all household requirements
  - Cleaning
  - Maintenance
    1. Household
    2. Grounds
  - Repair



- Furnishings
- Decoration
- Linens
- Glass & Crystal
- Silver ware
- Serving ware
- Kitchen (see Chef)
- Cook ware (see Chef)
- Appliances (see Chef)
- Food (see Chef)
- Replacements of damaged items.
- Make travel vacation and lodging arrangements under leadership of House Manager.
- Household Laundry:
  - Work with interns to ensure that laundry is completed weekly
  - Ensure that dry clean items are serviced and returned
- Assure that all routine household supplies are always on hand and that foreseeable items are not understocked.
- Maintain emergency cache of less often used supplies in safe place
- Maintain secure storage room, inventory of contents, and ensure that items are not removed without House Manager knowledge
- Maintain Damage Book and report to House Manager
- Maintain Accident Book and report to House Manager
- Maintain Correspondence Book as requested by House Manager
- Maintain Maintenance and Inspection Book as requested by House Manager
- Perform all other miscellaneous tasks as requested by interns, guests, and/or students as confirmed by House Manager.

### **House Manager Assistant Duties and Responsibilities**

- Genuineness regarding service and protecting/nurturing children
- Strong verbal & written communication skills
- Detailed Oriented
- Excellent organizational skills vital



- Secretarial, personal assistant experience, or equivalent
- Certificate or Degree in related field

\*Compensation terms will be discussed during interview process.