
Position: House Director – St. Lawrence

Type: Part Time Non-Exempt

Summary: The house director (HD) plays a vital role in the living, learning and leading environment of the collegiate member of Tri Delta. She works with the House Corporation to provide a safe, secure and comfortable environment for both resident and non-resident members of the chapter.

Job responsibilities are site specific and may range from directly managing the chapter facility, assisting chapter officers with chapter operations as needed, providing emergency support, serving as hostess of the chapter facility, performing administrative work directly related to the general business operations of the chapter facility, and offering moral and logistical support for chapter priorities, programs and initiatives.

Qualifications:

- Bachelor’s degree from an accredited college or university preferred
- Possesses project management, housing staff relations, customer service and safety standards skills
- Possesses skills to operate a computer including web browsing, email and Office products.
- Meet specified physical requirements of lifting no more than 35 lbs, standing, walking and climbing stairs daily.
- Ability to model, teach, and promote Tri Delta’s employee values
- Ability to use proper discretion and independent judgment in carrying out the primary responsibilities below

Reports To: Property Manager

Supervises: Head Cook, Housekeeper

Primary Roles:

- Provide a safe and comfortable living environment by promoting and supporting all policies and procedures, as set forth by Tri Delta, chapter housing policies, university and federal, state and local regulations.
- Reside in the chapter facility fulltime and as needed during breaks.
- Manage the daily operations of the chapter facility by maintaining a safe, comfortable and competitive living environment for resident and non-resident members.
- Supervise facility employees and contractors, and promote positive vendor relations—including food operations, general maintenance and any other regular service.
- Provide emergency support for chapter members, guests and property when appropriate and as outlined by Chapter Policies.
- Collaborate with chapter officers—specifically the House Manager (HM)—as well as the chapter’s advisory team to support the overall goals of the house corporation and the collegiate chapter
- Work with the house corporation to manage housing-related budget items—including contractor bids, household supplies, food service, cleaning, and general maintenance and repair costs
- Coordinate opening and closing of the facility

Primary Responsibilities:

- Follow all Tri Delta Fraternity and chapter policies, procedures and guidelines.

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- Successfully manage the daily operations of the facility by performing administrative work directly related to the general business operations of the facility and establishing and maintaining a rapport with the chapter.
 - Report violations of chapter facility rules to the chapter standards committee, house manager and/or advisor. The house director is not expected to, nor permitted to discipline chapter members.
 - Open and close the chapter facility in collaboration with the HM before and after each vacation period at the hours and dates specified by the house corporation and License Agreement.
 - Establish an orderly environment through proper supervision of the staff, structure and grounds.
 - Ensure that the chapter facility is clean, orderly and free from unnecessary hazards and dangers.
 - Offer logistical support for chapter priorities, programs and initiatives.
 - Establish and maintain vendor relationships for the procurement of all goods and services necessary for the efficient operation of the facility.
 - Work with the house corporation to respond in a timely manner to all maintenance requests submitted by chapter members.
 - Report to the house corporation any action necessary to properly maintain the chapter facility, its furnishings and equipment and grounds; Advise when items or supplies need to be replaced and/or repaired and recommend capital improvements as needed throughout the year and when requested by the house corporation.
 - Oversee the cleaning of the facility and all furnishings as needed during vacation periods and prior to the opening of the house. This includes the proper storage of facility supplies and equipment.
 - Reconcile and report all expenditures as outlined by the chapter and/or house corporation.
 - Follow expense approval and expense reporting processes and procedures.
 - Recruit, hire, train, schedule and supervise facility employees including kitchen staff and housekeeping staff.
 - Submit hours and payroll through an online payroll system for all facility employees.
 - Oversee the operation of dining services, including menu preparation, purchasing and special events.
 - In collaboration with the chapter and house corporation, establish kitchen and dining operations policies and procedures, and clearly communicate to all facility employees.

Please direct all related inquiries to: rmiano@trideltaeo.org