

House Manager Job Description

Definition:

The House Manager is responsible for coordinating the home crew and responsibilities for the upkeep of the farmhouse in order to maintain a peaceful, clean, and sanitary home environment.

Responsibilities:

- Uphold community ethics (found on Community Ethics page)

Ordinary Time

- Participate in community meetings
- Perform regular self and group evaluations
- Oversee kitchen food and equipment inventory
- Coordinate Ordinary Time breakfast and lunch foods (granola, yogurt, bread, peanut butter, jam, hummus, etc.)
- Organize and process food donations
- Process garden harvests
- Oversee kitchen cleanliness (range, refrigerator, freezers, etc.)
- Wash or delegates the washing of Farm laundry
- Organize linen closets
- Purchase cleaning supplies
- Maintain household appliances
- Provide hospitality for guests (preparing rooms/signs/etc.)

Retreat Week

- Plan menus and shop for groceries
- Prepare meals for volunteers and community Sunday night through Saturday morning
- Respond to food needs of volunteers and community (allergies, vegans, etc.)
- Maintain a clean and hazard-free environment in all areas of the farmhouse
- Provide orientation at for home crew
- Supervise volunteers in performing work, encouraging and empowering *all* volunteers
- Create a space for prayer planning
- Organize volunteers in hospitable practices
- Prepare Community Night