

# Housing Manager Responsibilities

Property Name:

Address:

Primary Supervisor:

Employment Start Date:

Employment End Date:

- Maintain a year-round residence in the fraternity house. This includes summer and times of university class recess. All time away requests are at the approval of the Director of WPN National Housing Company.
- Monitor and maintain security control systems including door locks, security cameras, and alarm system.
- Maintain master key set in possession at all times. In the case of approved absence, provide a master key set to chapter president for emergency use only.
- Attend executive cabinet meetings to discuss information related to chapter facility and standards.
- Conduct semester house meetings to determine cleaning schedules, community standards, and facility standards.
- Conduct bi-weekly inspection of house and property. Submit required work order paperwork and inspection reports by the first and third Fridays of each month. Be present for all move-in and move-out dates.
- Ensure all off limits spaces are locked, and public areas are well maintained.
- Act as emergency contact/response for all emergencies that occur on the property.
- Report damage to the facility and/or house equipment to Director or Associate Director of WPN National Housing Company, within 24 hours, via Buildium.
- Act as liaison between WPN and maintenance vendors.
- Maintain file records of all maintenance records.
- Oversee parking in the parking lot and contact towing companies when necessary.
- Report any instances of house rule violations, unclean, unsafe health/safety conditions to the Director or Associate Director of WPN National Housing Company.
- Responsible for knowledge and enforcement of house cleanliness standards.
- Maintain weekly cleaning schedule including cleaning assignments for each tenant.
- Act as a host for all social functions at the fraternity house.
- Responsibilities outlined are equal to 10 hours/week.