

**HOUSE DIRECTOR JOB DESCRIPTION
CHI OMEGA
PHI DELTA HOUSE CORPORATION BOARD**

Job Title: House Director

Reports to: President, Board of Directors, Phi Delta House Corporation Board Designee

Qualifications: High School or equivalent, college preferred

Special Skills: Excellent interpersonal, customer service, and management skills

Position Summary

The principal duties of the House Director are to manage the proper care, operations and maintenance of the Phi Delta Chapter House of Chi Omega in accordance with the health, safety and fire codes of Mississippi State University, Starkville MS, Oktibbeha County and the State of MS and the housing policies of the Phi Delta House Corporation Board, Chi Omega Fraternity, Inc.

The House Director will oversee the day-to-day operation of the chapter house including management of personnel, coordination with property manager, vendors and service providers, while staying within the provided budget. The House Director will also serve as a liaison with the University and hostess to the chapter house. The nature of the House Director's duties is such that both she and the board of directors of Phi Delta House Corporation Board ("HCB") must plan carefully to control and anticipate the number of hours to be worked each week. The duties necessitate significant variations in daily hours of work.

Priorities

- Assure the facility is run in such a way that shall protect the safety, health, and well-being of all members.
- Protect and support the positive reputation of Fraternity, including its individual members, the chapter and all volunteers and staff on the University campus and the Starkville community.
- Keep all Fraternity information, business, and member practices in strictest confidentiality. This includes private member actions or information, all chapter information or practices and all information related to the operation of the chapter or facility. Respect for individual privacy and dignity is expected from all staff.
- Operate the facility within the confines of the budget allocated for food, supplies, linens/tabletop and repairs. Regular consultation with the HCB president, HCB treasurer, and/or accountant is expected.

Work Hours

- A total of 20 regular Office Hours will be established and posted for the chapter during traditional (9am to 5pm) business hours. Casual support of the facility and/or members are expected during an additional 20 hours per week.
- On Call hours will be required as needed or called upon to perform the priorities of the job. This includes staying overnight at the chapter house during all times when members are present in the facility and responding to emergency or pressing member or facility needs as they arise outside of regular Office Hours.
- A contact system will be developed with chapter officers, the HCB and other staff members when away from the facility. The HD will be responsible for updating emergency contacts with alarm services, etc. whenever she is not able to be the primary contact.

Vacation

The House Director will reside in the facility overnight during all academic periods, unless previously approved by the HCB president or her authorized designee. Paid vacation time will be given each year as follows:

- Spring Break (commence no earlier than 5pm the last day of class to no later than 2pm on the day before classes resume)
- Wed – Sun of Thanksgiving week
- Winter break will commence no earlier than 10am following the last day of class to no later than 2pm the day before classes resume.

The House Director is also allowed one weekend (Friday and Saturday night) off per month during months in which the university has no scheduled holidays. HCB will cover the cost of a substitute. All other substitute costs are the responsibility of the House Director.

- Pay in lieu of taking these weekends will not be allowed.
- Time does not accrue.

Essential Functions

- Assure the facility meets all fire, safety and health department requirements at all times, seeking the support of chapter officers, HCB or advisory board when necessary.
- Easily able to ascend and descend 3 flights of stairs routinely throughout the day.
- Able to lift items weighing up to 30 pounds.
- Manage, supervise and act as a gracious hostess for the chapter house.
- Work independently.
- Give and receive written and verbal instructions in a clear and professional manner.
- Proficient in Microsoft Word and Excel, email, online ordering, faxing, scanning and vendor management, bookkeeping and checking account balances.
- Ability to provide a spreadsheet of monthly expenses to HCB.
- Reside in the chapter house during regular academic terms.

Specific Responsibilities

1. Maintain a home-like atmosphere in the chapter house - greeting residents and their guests, being available for meals and social events held within the house. The following specific events are held annually and will be required: Move-in and Out days, parent's weekend, Game Days, and normal recruitment and Chapter activities in which the House Director presence is expected.
2. Act as official hostess in a manner that is pleasing and professional among all members and on behalf of the Fraternity. Be present at facility lunches and dinners.
3. Conduct daily walk thru of the common areas of the facility (including upstairs hallways) to be sure all is in good repair and working order, systems are operating correctly and other staff/service providers are performing their duties in a satisfactory manner.
4. Maintain a relationship with the Chapter that will promote a healthy living environment. Establish Office Hours that offer regular availability to Chapter members. If she must be absent during these hours, she should leave a note on her door stating when she will return.
5. Coordinate with the House Manager for the opening and closing of the chapter house prior to the beginning of each term and at the close of each term unless the chapter house is open for school breaks. Needed repairs or replacements should be reported to the Property Manager on a regular basis.
6. Assist Phi Delta Chapter Officers and Advisors in coordination of Chapter events as needed. All dates and events requiring food or beverages provided by the kitchen are to be discussed in advance with the Head Cook (minimum two weeks' notice in most circumstances).
7. Meet weekly with the House Manager to discuss facility maintenance and management and upcoming events.

8. Comply and assist with enforcing (with respectful and professional demeanor) Chi Omega International Fraternity Standing Rules, Policies and Procedures and Chi Omega Chapter House Rules, and report violations to the Chapter Advisor and Chapter President. The House Director is expected to comply with all house rules including male visitation policies and pet policies.
9. No Alcohol, tobacco, or illegal drugs are allowed on Chi Omega property at any time. The Fraternity allows no exceptions to this rule. The House Director must comply with this rule and should help to enforce this rule with members through immediate communication to the chapter officers, advisors or HCB.
10. Attend and contribute at monthly HCB meetings. Prepare and present a report for each meeting specifying status of house issues and/or concerns with a detailed set of requested action steps, if necessary.
11. Reside in the chapter house during all academic terms and procure a substitute during any time which the House Director is away overnight and during periods of lengthy illness. All substitutes must be approved by HCB in advance. Vacate the facility or plan on a quiet, private evening in the HD apartment when chapter ritual activities are scheduled. Cooperate with local, quadrant, and International Fraternity officers in carrying out the duties of the House Director.
12. Keep confidential all Member, Chapter and/or Fraternity information to which the House Director has access. Dissemination of such information should only be made with permission of the HCB president.
13. Keep an organized filing system of all chapter house related items. Hold any mail addressed to the HCB at the chapter house and scan and email it to the appropriate HCB officer in a timely manner.
14. Perform an annual inventory of all items in the facility except in the chapter's recruitment/ritual closet. One copy of the inventory list is to be given to the HCB Treasurer and the other is to be kept on file with the House Director.
15. Keep the Guest Room ready and available to official Chi Omega visitors and guests as approved and scheduled with the HCB president.

House Management Responsibilities

1. Monitor the food service for the facility, supporting the cooks, to accomplish menu planning, food ordering, food preparation, serving and presentation. Provide cooperative support and monitor quality, report any consistent issues that arise.
2. Coordinate with the House Manager to ensure the cleanliness, orderliness, proper care and maintenance of the facility.
3. Ensure that the facility is compliant with Fire Inspection codes and permits. When present, the House Director will be supported by chapter officers in charge of any emergencies that arise and will comply with Chi Omega Fraternity Emergency Procedures and immediately inform the HCB President in the event of an emergency.
4. Coordinate and perform with the House Manager a fire drill and emergency preparedness exercise at the start of each semester that the Chapter is in residence.
5. Account for all expenditures under the direct control of the House Director. Complete a monthly House Director Expense report including receipts.
6. Maintain a list of all pertinent contacts (including all HCB members and advisors, employees, vendors, suppliers and service companies), procedures (move in/move out, operation of all safety and security equipment) and instructions (use of systems, equipment, and event planning history/best practices). This information is to remain the property of the HCB, for use by substitutes or successors. All information should be readily available and accessible.
7. Fulfill such other duties as requested by the HCB and as are customary and usual to this type of position.