**MANAGER DUTIES**

1. RENT ROOMS- show the recreation room first and the best bed available. Offer a $50 discount if necessary. Get a $25 application/processing fee for yourself.
2. COLLECT RENTS- No partial payments. It's against the law as we are not a hotel.

If the client doesn’t have rent on time, contact the supervisor or the owner immediately.

1. KEEP HOUSE CLEAN- assign cleaning duties to the Assistant Manager. Please see the list of things that must be kept clean on a daily/weekly basis below. This includes the office and front house area.
2. MAKE A LIST OF SUPPLIES TO BE GIVEN TO DAVID/FELICIA ONCE A WEEK. This includes items needed for repairs. If you need it, immediately contact the supervisor.
3. POST ON CRAIGSLIST, including room shares and subtitles/temporary. Post on OLX and Backpage.com.
4. Prepare a Daily Report before midnight. See the new requirements for the report.
5. PERFORM ROOM CHECKS. Every room must be checked once a week.
6. Perimeter Walks. Walk through the entire building once a day, looking for what needs to be cleaned.
7. KEEP INVENTORY of all sheets, comforters, TVs, dressers, and bed stands.
8. Showing the house to potential guests
9. Taking phone calls pertaining to the house and guests
10. Making sure the rules of the house are being followed at all times by all guests.
11. Keeping the house clean which includes:

     a.  Assigning and posting of chores.

b.  Following through that the chores have been done daily by the chosen guest.

c.  Verifying that the guests have made their beds and the rooms are clean, neat and tidy.

1. Making the house an inviting place to stay, which includes:

A.  Keeping the house stocked with the necessary supplies for daily living, IE, dish soap, hand soap, and toilet paper, to name a few.

1. The most essential part is to take an active participation in the well-being of the guests, which includes but is not limited to:

a.  Talking to guests to ensure they maintain their responsibilities to the courts, probation/parole, and/or drug/alcohol programs.

B.   Getting involved in their daily lives.  Talk with them about their job searches, personal problems, or problems they may have in the house or outside.  Get them to confide in you.

C.  Do random on-the-spot drug/alcohol testing and room searches.  No matter how good you think you are at spotting someone using or drinking, you will never be as good as you think you are.  Tests don't lie, people do.

**WEEKLY CLEANING**

1. Wash all windows
2. Clean all screens
3. Dust blinds
4. Check walls for dirt
5. Keep the laundry room clean

**ASSISTANT MANAGER DUTIES**

1. KEEP ALL COMMON AREAS, including bathrooms, recreation room, kitchen, and hallways, and stairs, clean daily.
2. PREPARE ALL VACANT ROOMS FOR RENTALS. Including washing sheets, making beds, clearing out trash in rooms, and washing baseboards.
3. CHECK ROOMS and make sure rooms are clean including under the bed, window seals, blinds, ceiling fans, no trash visible, beds made.
4. Cover for the Manager in the Office when necessary.

**DAILY CHORE LIST:**

1. CHECK ALL ROOMS.
   1. BEDS MADE?
   2. NOTHING UNDER THE BED?
   3. BEHIND DRESSERS?
   4. CEILING FANS?
   5. BASEBOARD?
   6. WINDOW SILLS, SCREENS, BLINDS?
   7. NO OPEN FOOD OR FOOD CONTAINERS IN ROOMS\*\*\*\*
2. CLEAN REFRIGERATORS
   1. Inside…put signs up weekly that food will be disposed if it looks disgusting/expired
   2. Outside and on top, wipe down
3. CLEAN KITCHEN AND RECREATION ROOM

-floors, stove, no dishes in sink, dust, table clean, wipe down cabinets

1. TAKE OUT ALL TRASH, AND ON WEDNESDAY, PULL OUT TRASH CANS TO THE STREET
2. CLEAN BATHROOMS
   1. Wash toilets
   2. Bleach tubs/grout
   3. Clean floors/baseboards/corners
   4. Clean Mirrors
3. MOP HALLWAYS, INCLUDING BASEBOARDS AND DOORS