**Job Description**

The Co-op manager is responsible for creating the house-related jobs system (including cooking and cleaning crews), assigning jobs to residents, and monitoring the completion of these jobs in order to most efficiently run the co-op. In addition, the co-op manager monitors the house itself including supplies and improvements. All Co-op Managers are also expected to work together with their fellow staff members as helpful, responsive, reliable team players.

**50% Assist Residential Education Staff with Administrative HR duties, House Leadership**

- Coordinate student work crews. This includes, but is not limited to defining, assigning, and training students in the following jobs:
  - Cooking – Daily
  - Standard Kitchen Cleans – Daily
  - Bathroom Cleans – Semiweekly
  - Kitchen Deep Cleans – Weekly
  - Common Area Cleans – Weekly
  - Quarterly Clean (Kitchen and House at large)
- In conjunction with all staff, create a residence environment in which all views can be voiced, heard respectfully, and fully explored.
- Help establish community norms and ground rules to ensure open and honest communication and responsible student conduct.
- Be sensitive to the needs of all groups in the residence, and help residents to be aware of each other’s concerns.
- Help residents to take responsibility for their residence community.
- Work with the staff to develop a system for confirming that each job has been completed.
- Work with staff and (optionally) with residents to develop a feedback and penalty system, and enforce this system for incomplete jobs.
- Work with Financial Manager to allot and levy fines as necessary.

**30% Monitor Residence Facilities and Equipment**

- Ensure residents have the supplies necessary to complete their assigned job. Inventory and restock non-kitchen necessities such as toilet paper, paper towel, soap, cleaning solutions, Hobart sanitizer, sponges, mops, buckets, etc.
- Monitor the house's condition at large and file fix-its or delegates residents to correct issues that arise. Work closely with your Housing Supervisor on house related needs.
- Take the lead on all improvement projects occurring in or out of the house and act as the chief contact with the Co-op's Housing Supervisor.
- Supervise the house opening in September and house closing for the winter and summer academic breaks.

**20% Assist Residential Education Staff with Administrative HR duties, House Leadership**

- Maintain good communication with the Assistant Director for Student Management regarding needs of the community. Submit a weekly report outlining job completion, facility needs, and community projects.
• Meet with a Student Management Peer Advisor 2-3 times a quarter to plan and implement an evaluation of the residential community.

**Expectations/Requirements**

• Know and abide by University policies including but not limited to the Fundamental Standard, the Honor Code, the Controlled Substances and Alcohol Policy, the Smoking Policy, the Policy on Sexual Harassment and Consensual Sexual or Romantic Relationships, as well as the Residence Agreement.
• Be responsible and professional community leaders.
• Exercise common sense and mature judgment in interactions or relationships with residents

Additionally, the Co-Op Managers are expected to:

• Help residents to take responsibility for their residence community.
• Share intellectual and academic interests with residents and encourage residents to discuss their academic interests, experiences, goals, and future plans.
• Participate fully as a member of the house leadership team and maintain regular communication with the staff.
• Assist with individual house needs not mentioned above.