STUDENT STAFF ELIGIBILITY, EXPECTATIONS AND AGREEMENT
FOR UNDERGRADUATE RESIDENTIAL STUDENT STAFF 2019-20
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PACKET OVERVIEW

This packet contains the major expectations that you have agreed to in taking a role as a student staff member at Stanford University.

It includes:

1. eligibility requirements for sustaining your staff role;
2. the staff requirements, including relevant expectations, that you signed when you applied for the role;
3. the staff expectations and agreement that you signed upon accepting the role; and
4. position specific expectations.

These expectations remain in effect throughout the duration of your time as a student staff member this academic year.

Beyond University expectations, there are several federal and state laws that make residential student staff members mandatory reporters of conduct when it could be criminal or harassing in nature. Included are several key policies that we ask you to review. This is not an exhaustive list of University policies.

We encourage you to re-familiarize yourself with these expectations and the expectations for your membership as a part of the broader Stanford community as captured in the administrative guide, the residence agreement, the fundamental standard and the honor code.

You will work closely with your Resident Fellow, Residence Dean and your Community Coordinator throughout the duration of this role. That said, your Associate Dean holds the appointment and termination authority for your position.

We wish you the best during this amazing journey,

Residential Education - Stanford University
STUDENT STAFF ELIGIBILITY

Appointed staff members serving in their role during the 2019-20 academic year:

- must attend and participate in all trainings, classes, and retreats, required both across houses and for their particular house. This includes, but is not limited to, training starting late August/early September; training sessions during the year; and classes required for specific appointments (RAs, PHE and RCCs) which take place during spring quarter. Specific dates for training and classes is posted here.

- must have a guaranteed year of undergraduate housing remaining. Applicants must have guaranteed year(s) of housing. Due to ever-growing incoming classes, in addition to Stanford's commitment to provide four years of on-campus housing for each student, an applicant must have at least one year of guaranteed housing remaining. In the past, a few exceptions were made. However, in recent years a number of undergraduates went unassigned during draws, and were forced into off-campus and graduate housing. This decision was made in order to value and uphold the four years of on-campus housing guarantee. For placements in houses in which RAs may pull in roommates, roommates must also have a guaranteed year of housing remaining.

- must be current upperclassmen. However, applicants do not need to have spent a full year at Stanford prior to applying (transfers are encouraged to apply!). Sophomores, juniors, and seniors can serve as Theme Associates and Row staff, but only juniors and seniors can serve as RAs.

- must be registered students in all three quarters of their appointment at Stanford (unless they have applied for graduation for the end of Winter Quarter, in which case, like other students, RAs may remain in housing unregistered for spring quarter). House staff may register at a reduced level if they satisfy applicable registration requirements. ‘Permit to Attend’ is a registration status in which students may audit one or more courses under certain circumstances. ‘Permit to Attend for Services Only (PSO)’ is a registration status available to students completing honors work or in some cases in completes. House staff may also use the PSO registration status, but PSO will only be granted once, and only in the final quarter of registration in the senior year (house staff may not take a PSO quarter as a staff member and one as an honors student). Please note that students with PSO status are not eligible for financial aid and may not enroll in courses. These exceptions are contingent upon approval by Student Housing.

- are expected to remain in good academic standing. Candidates who are on probation, provisional registration or deferred suspension are not eligible for a residential student staff appointment. Incompletes must be completed before the start of the appointment in September. If a student is placed on probation, or is suspended during their service, this can be grounds for termination. You can find more information on academic standing through the Registrar’s Office.
• must be eligible to work in the United States. Non-US citizens must have a current and appropriate visa as well as proof of employment eligibility, as required by law. You can find more information and assistance with requirements and eligibility for non-US citizens through the Bechtel International Center.

• are required to live in the residence to which they are assigned and to sign and abide by the Stanford Housing Residence Agreement and any other special house agreements that are required by members of the house.

• are required to purchase at least the minimum board plan associated with the house to which they have been assigned, and are expected to eat most meals in the house. Exceptions in the case of extraordinary health reasons may be pursued with Residential Education.

• are required to pay house dues if dues are charged to residents of the house to which they are assigned.

• are expected to remain in their residences until the end of the final exam period in the case of all frosh houses, and until the Monday following graduation in four-class or upper class houses.

• are expected to abide by all University policies and may not break the law. Violating University policy or breaking the law is grounds for termination.
STAFF REQUIREMENTS

As an undergraduate residential student staff member, the University expects you to both support the health, well-being and development of the students in your residence, while also adhering to and enforcing the policies of the University. This dual role is important in order to promote the development of safe and supportive residential communities for all students and model that supportive behavior for all students, particularly new students.

Consequently, it is important that you understand that the University expects you to report violations of policies that you observe as a part of your duties as a residential student staff member.

Beyond University expectations, there are several federal and state laws that make residential student staff members mandatory reporters of conduct when it could be criminal or harassing in nature. Below are several key policies that we ask you to read and initial that you have read. This is not an exhaustive list of University policies. By initialing beside each policy and submitting this application, you agree that you have read the following policies and will uphold them should you be appointed as a residential student staff member. You should also understand that these policies may change between the date of your application or appointment and the date when you begin in the role.

The Fundamental Standard is an aspirational statement of Stanford’s ideal of civic and moral community. Although the spirit of the Fundamental Standard remains unchanged since 1896, these aspirational learning goals for all Stanford students elaborate its basic values today:

- Students are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or socio-economic status.

- Students are expected to uphold the integrity of the University as a community of scholars in which free speech is available to all and intellectual honesty is demanded of all.

- Students are expected to respect University policies as well as state and federal law.

- For the purposes of clarity, students should be aware that they may be subject to discipline at Stanford University for acts of misconduct including:
  - Violation of University policy
  - Violation of a specific University directive
  - Violation of an applicable law
  - Physical assault
• Theft of property or services
• Threats
• Hazing
• Hate crimes
• Alcohol- and drug-related violations, including driving under the influence
• Intentional or reckless property damage
• Seeking a University benefit to which a student is not entitled
• Falsifying a document
• Impersonating another
• Computer violations
• Knowingly or recklessly exposing others to significant danger

Acts of Prohibited Sexual Conduct are not tolerated at Stanford University. The University investigates or responds to reports of Prohibited Sexual Conduct under circumstances in which the accused person(s) (Responding Party) is subject to this policy and (i) the individual(s) who believe they have experienced the Prohibited Sexual Conduct (Complainant) are students, faculty, staff members or program participants and there is a connection between the allegations and University programs or activities; or (ii) investigation and response are necessary for the proper functioning of the University, including the safety of the University community or preservation of a respectful and safe climate at the University. Students, faculty and staff found to be in violation of this policy will be subject to discipline up to and including termination, expulsion or other appropriate institutional sanctions; affiliates and program participants may be removed from University programs and/or prevented from returning to campus.

https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-3

The following acts – if attempted or accomplished without affirmative consent or while the complainant was incapacitated – must be reported:

• Vaginal or anal intercourse;
• Digital penetration;
• Oral copulation;
- Penetration with a foreign object;
- The removal of a condom without the knowledge and affirmative consent of the other partner (“stealthing”);
- Unwanted touching or kissing of an intimate body part (whether directly or through clothing); making a person touch the intimate body part of another (whether directly or through clothing); making a person touch their own intimate body part (whether directly or through clothing);
- Intentionally causing the incapacitation of another person for the purpose of rendering that person vulnerable to non-consensual sexual activity, such as through alcohol or drugs;
- or
- Recording, photographing, transmitting, viewing or distributing intimate or sexual images without the knowledge and consent of all parties involved.

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**Sexual Harassment:** Stanford University strives to provide a place of work and study free of sexual harassment, intimidation or exploitation. Where sexual harassment has occurred, the University will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible. See also: Sexual Harassment Policy Office website. [https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1](https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1)

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**Consensual Sexual or Romantic Relationships In the Workplace and Educational Setting:** Sexual or romantic relationships—whether regarded as consensual or otherwise—between individuals in inherently unequal positions should in general be avoided and in many circumstances are strictly prohibited by this policy. Since these relationships can occur in multiple contexts on campus, this policy addresses certain contexts specifically. However, the policy covers all sexual and romantic relationships involving individuals in unequal positions. [https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-2](https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-2)

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**Controlled Substances and Alcohol:** It is the policy of Stanford University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Stanford campus, in the workplace or as part of any of the University’s activities. (For clarification of what activities related to controlled substances and alcohol are unlawful, see the Appendix at the end of Section 2.2.8 “Controlled Substances and Alcohol” of Stanford University’s Administrative Guide.) The workplace and campus include all Stanford premises where the activities of the University are conducted. Moreover, employees are prohibited from being under the influence of controlled substances or alcohol while at work.
Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion. Violations may also be referred to the appropriate authorities for prosecution.

- Students living in University residences sign a residence agreement that outlines housing policies and expectations for conduct. Violations of the residence agreement can lead to loss of housing.

- **Hard alcohol and parties** — All parties must be registered with the University, and availability of alcohol is regulated by party planning guidelines coordinated by the Office of Alcohol Policy and Education. Distilled liquor/spirits/hard alcohol (alcohol by volume 20 percent and above; 40 proof) is prohibited at all categories of undergraduate student parties. Beer, wine and packaged pre-mixed alcoholic beverages (e.g. wine coolers, pre-mixed cocktail drinks under 20% alcohol by volume, etc.) are the only alcoholic beverages that can be present at all on-campus undergraduate student parties. Any group or residence that includes undergraduate members is subject to this policy restriction. Groups and residences that are 100 percent graduate student in membership are exempt and may have hard alcohol in the form of mixed drinks at registered “Members” parties. Shots of hard alcohol are prohibited at all parties.

- **Distilled/hard alcohol container policy** — The following restriction goes beyond state law requirements and for the avoidance of doubt this policy applies to all coterminal and undergraduate students living in undergraduate housing: Distilled liquor/spirits/hard alcohol (alcohol by volume 20 percent and above; 40 proof) bottles, containers, etc. 750 mL and above are prohibited in undergraduate student residences (rooms, common spaces, etc.) and in the possession of undergraduate students in University public spaces. Failure to comply will result in referral to a Residence Dean and the Office of Alcohol Policy & Education for administrative actions. Continued or concerning behavior may result in removal from University housing or referral to the Office of Community Standards. Distilled liquor/spirits/hard alcohol in bottles, containers, etc. smaller than 750 mL that are allowed under this policy for people 21 years of age or older, must be contained and stored in the original bottle, container, etc. in which it was purchased from a licensed establishment.

- **Frosh Housing** — Alcoholic beverages are prohibited at all-frosh house events in common area spaces.

- **University Funds and the Purchase of Alcohol** — No University funds or funds collected by the University may be used in a way that violates the alcohol policy. In undergraduate residences, house funds (funds collected by Student Financial Services or other University offices) may not be used to buy alcohol. Any decision to use student-collected funds to buy alcohol must be made lawfully, thoughtfully, fairly and in a way that respects the views of all students. Students must not be required to contribute to the purchase of alcohol.
• **Dining Hall** — Students may not possess or consume alcoholic beverages in Stanford Dining Halls during meal times and food service. University Dining staff can deny admission, access or meal service to anyone who is believed to be intoxicated by the Dining Management staff.

• **End of Quarter Period and Finals Week** — No registered parties (with or without alcohol) can occur during the End of the Quarter Period (dead week) or Finals Week.

• **Admit Weekend** — Stanford students are prohibited from providing, serving or in any way making alcohol available to any prospective frosh (ProFro). All student groups/organizations and residences may host only alcohol-free parties or events during Admit Weekend. This specifically means that no alcohol is to be present, served or consumed at any student group/organization and/or dorm function during Admit Weekend.

• **New Student Orientation (NSO) Period** — At no time should any Stanford student provide, serve or in any way make alcohol available to any new, incoming undergraduate student (frosh or transfer). All undergraduate student groups/organizations and residences will host only alcohol-free parties or events during Orientation. This specifically means that no alcohol is to be present, served, or consumed at any student group/organization and/or dorm function for the duration of NSO programming.

**California State Laws**

Students should be familiar with California laws governing the consumption of alcohol. The following summarizes those laws most relevant to individuals.

• It is illegal for persons under the age of 21 to possess an alcoholic beverage in any public place or any place open to the public (CA Business and Professions Code 25662).

• Any person who furnishes gives or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (CA Business and Professions Code 25658(a)).

• Any person under the age of 21 who attempts to purchase an alcoholic beverage is guilty of an infraction (CA Business and Professions Code 25658.5).

• Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor (CA Penal Code 647(f)).

• It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (CA Vehicle Code Section 23152). NOTE: A golf cart is a motor vehicle.
• It is unlawful for a person under the age of 21 years who has 0.05 percent or more, by weight, of alcohol in his or her blood to drive a vehicle (CA Vehicle Code Section 23140(a)).

• It is illegal for a person under the age of 21 to drive a vehicle when he or she has a blood alcohol concentration (BAC) of .01% or higher (CA Vehicle Code Section 23136).

• It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs or both (CA Vehicle Code Section 21200.5).

• It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (CA Vehicle Code Section 23223).

• It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (CA Vehicle Code Section 23225).


Marijuana Policy: Stanford University receives federal funding for various uses, including research and student financial aid. As such, Stanford must comply with federal law, including all current federal drug laws. Therefore, even though California has legalized marijuana for recreational use for some individuals, the possession, use, storage and cultivation of marijuana is prohibited on Stanford University property for all faculty, staff and students under the University Controlled Substances and Alcohol Policy. This includes off-campus housing that is operated under university oversight and policies. More details can be viewed via the Stanford University Marijuana Policy Statement.
I understand that I must meet and maintain eligibility requirements for this position, and I understand the following offices may be consulted to determine my qualifications, standing at Stanford, and readiness to take on a staff role:

- Residential Education
- Dean of Students Office
- R&DE Student Housing Assignments
- Undergraduate Advising and Research
- Office of Community Standards
- Title IX Office

I understand that serving on staff does not automatically entitle me to assignment to a particular room type (e.g., single, premier room). I understand that if I have a documented medical condition and need a housing accommodation, I must make an accommodation request through the Office of Accessible Education.

I understand that if I am appointed to a position I will be required to enroll in and pass the required credit bearing class(es) for my position (even if I have previously earned credit for that class). I understand that if I am selected to staff as an RCC or PHE on the Row, I will be required to take two classes.

I understand that staff training is required for every staff position (even if I have previously attended training). I understand that I am required to participate in all of student staff training in person, and will return to campus by the date set by the hiring department for my position. I understand that I may be required to participate in supplemental training during the academic year.

I understand that in addition to the specific list above, these policies and expectations may require me to take additional steps or actions beyond those described here. I agree that I will consult with Residential Education or the On Call Dean if I need assistance understanding these policies. I agree to have read, understand and uphold the policies identified above and all other University policies if appointed as an undergraduate residential student staff member at Stanford University.
ALL STAFF EXPECTATIONS AND AGREEMENT

Undergraduate residential student staff play a critical role in the creation of safe, inclusive residential communities that support student health and well-being and promote personal and intellectual growth. Undergraduate residential student staff are expected to be role models for responsible behavior, personal integrity, and the exercise of mature, sound judgment in their interactions and relationships with residents. Undergraduate residential student staff serve as members of a team and are ultimately accountable to their appointing department. Undergraduate residential student staff have responsibilities in five broad categories:

1. Protect Student Health, Privacy, Safety, and Well-being
2. Promote Equity and Inclusion
3. Foster Community and Belonging
4. Advance Integrative Learning
5. Maintain a House in Order

Within each category there are a number of subtopics with specific expectations. These expectations and associated policies are listed below. I understand I will be responsible for abiding by, upholding, and reporting possible violations of University policies, expectations, and protocols, including those listed below and in the addendum specific to my position. I understand that these policies may change between the date of my application or appointment and the date when I begin in this role.

PROTECT STUDENT HEALTH, PRIVACY, SAFETY, AND WELL-BEING

Alcohol and Other Drugs

- Understand, uphold, and educate residents about the University’s Student Alcohol Policy and Residential Education’s expectations for student staff. This includes, but is not limited to, intervening in instances of high-risk drinking and illegal drug use, complying with University reporting requirements, and referring residents to a Residence Dean and the Office of Alcohol Policy and Education (OAPE) for education and support.

- Create, reinforce, and maintain healthy and inclusive community norms.

- Refuse to provide, serve, or consume alcohol with underage residents.

- Refuse to provide or accept illegal drugs.
• Exercise good judgment and behave in a manner consistent with the Student Alcohol Policy, federal, state, and local laws.

Emergency Response (Earthquake, Fire, Active Threat, Medical)

• Know and promote awareness of the location of Emergency Assembly Point (EAP) for the house.
• Prepare residents to respond to emergency situations and facilitate their participation in safety drills.
• Lead and support residents in the event of an emergency. Work in partnership with emergency personnel, Residential Education professional staff, Residence Deans, Student Housing staff, staff team, and Resident Fellows, where applicable.
• Identify situations that require immediate attention and engage appropriate resources to respond.

Hazing

• Be attuned to activities that cause, or are reasonably likely to cause, another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results.
• Take steps to prevent, intervene in, and report possible incidents of hazing via stophazing.stanford.edu.

House Safety and Security

• Understand and adhere to the University’s expectations for securing physical aspects of the residence including but not limited to doors and windows.

Mental Health and Well-being

• Promote programs and initiatives that support holistic wellness practices and resilience.
• Administer “Question, Persuade, Refer” (QPR) suicide prevention protocol to residents as needed.
• Coordinate with co-staff and Resident Fellows to support students in distress or need of support.
• Connect students in need of support with resources such as Residence Deans and Counseling and Psychological Services (CAPS).

Reporting Obligations (Clery Act, California Education Code Section 67380-67385.7, Title IX, etc.)
• Understand and fulfill state, federal, and University mandated reporting requirements outlined for all Campus Security Authority (CSA) personnel, which includes student staff.

• Understand and abide by guidelines and best practices for protecting student privacy.

Title IX and Sexual Harassment
• Develop and foster a culture of consent among residents.
• Complete University Sexual Harassment Prevention Training.

PROMOTE EQUITY AND INCLUSION

Disability (Ableism)
• Ensure that diverse needs and abilities of residents are taken into account in the planning of events/activities and creation of communications.
• Be mindful of both known/visible and hidden/invisible disabilities during interactions and communications with residents.

Identities and Statuses (Citizenship, Ethnicity, Gender, Race, Sexual Orientation, Veteran Status)
• Anticipate and respond to the diverse identities and needs of residents when planning themes/decorations, activities, events, meetings, and communications.
• Ensure that residents' diverse identities are intentionally represented and included in the space, rituals, artifacts, and beliefs of the house culture.
• Take steps to prevent, intervene in, and report acts of intolerance.
Political Affiliation

- Support free expression and civil exchange of ideas among residents.
- Maintain non-partisan orientation in support of all residents.

Religion

- Be mindful and respectful of residents’ diverse religious and spiritual affiliations and practices.
- Keep major religious holidays in mind when scheduling programs or events.

Socio-Economic Status

- Ensure that programs are planned with consideration for how program co-pays or other financial contributions may limit or suppress participation.
- Ensure that residents have private, accessible, easy to navigate means to indicate financial need to enable participation.

FOSTER COMMUNITY AND BELONGING

Belonging in and Affiliation to the House Community

- Know residents by name and be familiar with their interests and activities.
- Strive to discover the needs of each resident to feel belonging in the community and understand how staff can support those needs.
- Connect residents with one another and with campus resources to explore interests, values, and communities where residents may find a sense of belonging and/or purpose.

Community Norms

- Know and promote adherence to the Fundamental Standard and Honor Code, and report and/or assist residents in reporting any possible violations to the Office of Community Standards.
- Help residents take responsibility for their residential community.
• Be an active and effective listener.

• Facilitate wide ranging conversations about relevant community issues among residents.

• Create a residential environment in which residents’ views can be voiced, heard and fully explored respectfully.

**Presence, Participation, and Availability**

• Be visible, available, and approachable to residents. Engage with residents on an individual basis, including connecting them to other residents, staff, and campus partners.

• Assist first-year residents participating in New Student Orientation (NSO).

**Residential Policies**

• Know, abide by, and make clear to residents the policies contained in the [Residence Agreement](#) including but not limited to policies on:
  
  ◦ Animals
  ◦ Guests
  ◦ Noise
  ◦ Posters/Flyering
  ◦ Prohibited Items
  ◦ Smoke Free Environment

**ADVANCE INTEGRATIVE LEARNING**

**Academic Progress and Success**

• Support the interaction of residents and their academic advisors.

• Create conducive study spaces in the house.

• Understand and promote adherence to the University Honor Code.
Intellectual Life in the Residence

- Share academic and intellectual interests with residents.
- Foster opportunities for residents to engage in dynamic, experiential learning.
- Create opportunities for residents to explore and clarify their interests, values, and attitudes.
- Introduce residents and co-staff to new cultures, values, and lifestyles by providing challenging activities that lead to a supportive exchange of ideas and experiences.

Personal and Professional Development

- Be open and responsive to constructive feedback and opinions from other house staff members, residents, Resident Fellows, and professional staff and provide constructive feedback.
- Create opportunities for personal and professional growth.

Student Staff Credit-Bearing Class(es)

- Participate and earn a passing grade in the required credit bearing class(es) for the position to which you are appointed.

Student Staff Training

- Return to campus prior to the start of Autumn Quarter by the date set by the appointing department and participate in the entirety of student staff training in person.
- Participate in the required staff retreat as facilitated by Resident Fellows, professional staff, or student staff team.
- Participate in any and all required ongoing or supplemental training, meetings, or in-services throughout the year.
MAINTAIN A HOUSE IN ORDER

Communication

• Share relevant University information with residents.

• Consult with and follow the guidance of the appointing department before communicating with any media outlet.

Financial Management

• Be a responsible steward of University funds, assets, and resources. Expenses paid with University funds should be necessary and reasonable in support of authorized University business. Expenditures and reimbursements must be consistent with federal regulations. Prices paid should be economical.

• All residents should be invited/able to benefit from the programs and expenses paid with University funds.

• Report expenses in a timely manner. Submit receipts and other supporting documentation to the relevant financial manager no more than 10 days after the expense was incurred.

• Do not sign contracts for goods or services. Send all contracts to appointing department for review.

• Adhere to University and Residential Education financial guidelines and policies including but not limited to the following topics:
  ◦ Alcohol
  ◦ Charter Buses and Rental Vehicles
  ◦ Gifts
  ◦ Honoraria
  ◦ Meals
  ◦ Medicine
  ◦ Personal Care Products
  ◦ Services
Opening and Closing of the Residence

- Participate fully in the opening of the residence at the beginning of the academic year and in all preparation activities with co-staff and Resident Fellows between the end of student staff training and move-in.
- Participate fully in the closing of the residence for winter break and at the end of the academic year.
- Support Student Housing and custodial staff in communicating resident responsibilities associated with move-in and move-out.

Relationships

- Abide by the policy on sexual harassment and consensual sexual or romantic relationships.
- Refrain from engaging in sexual or romantic relationships with first-year (frosh) students, for the duration of the staff appointment.
- If considering a sexual or romantic relationship with an upper-class resident, immediately consult with Resident Fellow, appointing manager, and/or supervisor.

Teamwork

- Work collaboratively with fellow student staff members, Resident Fellows, and Residential Education professional staff.
- Assist and support co-staff and actively contribute to a high functioning staff team.
- Contribute positively to staff morale.
- Attend and participate in house and staff meetings.
- Strive for a cohesive bond with co-staff and maintain high team standards.
POSITIONAL ADDENDUMS
RESIDENT ASSISTANT STAFF ADDENDUM

PROTECT STUDENT HEALTH, PRIVACY, SAFETY, AND WELL-BEING

Alcohol and Other Drugs

- Maintain records of students who engage in high-risk behavior and situations that meet state or federal reporting obligations.
- Share information about students or situations of concern with appropriate resource(s) (such as Resident Fellows, Residence Deans, and other campus partners).

Emergency Response (earthquake, fire, active threat, medical)

- Understand evacuation and shelter-in-place procedures.
- Understand and educate residents about University emergency response protocols and procedures.
- Serve in an on-call capacity to connect residents to appropriate after-hours resources in case of an emergency.

Hazing

- Ensure that any actions that cause, or are reasonably likely to cause, another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results are reported via stophazing.stanford.edu and communicated to the appropriate resource (such as Resident Fellows, Residence Deans, or other campus partners).
House Security

- Understand and adhere to the University’s policy for securing and utilizing a master key.
- Intervene if residents bring prohibited items into the residence or tamper with safety equipment.
- Maintain clear path of egress in common areas, corridors, and stairwells for evacuation purposes.
- Maintain security of roofs and support restriction of roof access where applicable.

Mental Health and Wellbeing

- Consult with Resident Fellows (where applicable), Residence Dean (RD), and on-call professionals about students of concern.
- Ensure that students in distress or need are aware of and able to connect with resources to support their health, well-being, and success.

Title IX and Sexual Harassment

- Refer circumstances related to sexual misconduct to the university Title IX Office and consult the On-Call Dean.
- Understand and promote resources available to students through the Office of Sexual Assault & Relationship Abuse Education & Response (SARA), Title IX, and the Confidential Support Team (CST).

FOSTER COMMUNITY AND BELONGING

Establish and Maintain Community Norms

- Report and/or assist residents in reporting any Acts of Intolerance.
- Mediate conflict and help residents take responsibility for their residential community.
- Welcome and integrate residents who move into a residence mid-year.
Presence, Participation, and Availability

- Share responsibility for providing on-call coverage during Thanksgiving Break and Spring Break.

Residential Policies

- Know, abide by, and communicate policies contained in the Residence Agreement including but not limited to policies on:
  - Animals
  - Guests
  - Noise
  - Posters/Flyering
  - Prohibited Items
  - Smoke Free Environment
  - Report possible violations of residential policies to your Residence Dean (RD) or the On-Call Dean after hours.

ADVANCE INTEGRATIVE LEARNING

Promote intellectual life in the residence

- Plan and promote educational opportunities and programs in the residence.
- Promote opportunities for students to explore and engage in artistic expression.
- Invite faculty into the residences and create opportunities for them to have informal interaction with students.

Training and Education

- Co-facilitate programs such as Crossing The Line (CTL) & Beyond The Line (BTL).
- Assist in the training and mentoring of peers when called upon and available.
Create a residential environment that enhances academic progress and success

- Be able to direct residents to academic resources, advising, and support services (e.g., tutoring, academic skills coaching, academic advising).

MAINTAIN A HOUSE IN ORDER

Student Record Privacy (FERPA)

- Maintain privacy of student information and records in accordance with FERPA and privacy policies.

Record Keeping

- Create, maintain, and appropriately share on-call notes in a timely and secure manner that maintains student privacy.
- Maintain privacy of student information and records in accordance with FERPA and privacy policies.

Communication

- Share relevant information about residents, the community, and the residential facility with Residential Education and other offices.
- Communicate to Housing Front Desk staff when a resident moves out mid-year.
RESIDENT COMPUTER CONSULTANT STAFF ADDENDUM

The expectations outlined below apply to the Resident Computer Consultant (RCC) appointment. It is each staff member’s responsibility to familiarize themselves with and to adhere to the standards and expectations as outlined.

APPOINTMENT EXPECTATIONS

I agree to fulfill the responsibilities of the position I am accepting, follow the direction of my Resident Fellow (RF), Appointing Manager, and/or Supervisor, and abide by University policies including but not limited to the policy on controlled substances and alcohol, the policies on sexual harassment, consensual sexual or romantic relationships, and prohibited sexual conduct (sexual misconduct, sexual assault, stalking, and relationship violence), the Fundamental Standard, the Honor Code, the housing agreement, and federal, state, and local laws.

In addition to abiding by the policy on sexual harassment and consensual sexual or romantic relationships, and notwithstanding Stanford Policy outlined in Administrative Guide 1.7.2, I agree that I will not engage in a sexual or romantic relationship with any first-year students (frosh) in the house in which I am appointed for the duration of my appointment as a student staff member. Furthermore, I understand that Residential Education strongly discourages student staff from engaging in sexual or romantic relationships with any residents of the house in which they are employed due in part to the potential negative impact on the house community. If I am considering engaging in a sexual or romantic relationship with a resident of my house, or if I am unsure if I am meeting the expectation of maintaining appropriate relationships with residents, I will immediately discuss my circumstances with my Resident Fellow, Appointing Manager, and/or Supervisor. For all of these reasons, sexual or romantic relationships—whether regarded as consensual or otherwise—between individuals in inherently unequal positions should in general be avoided.

I understand that I am being placed in a role in which my behavior is looked at as a role model for my residents. Understanding that, I will not engage in high-risk behavior involving alcohol or drugs. I will not drink with, provide alcohol to, or serve alcohol to underage residents, and I will behave in a manner consistent with federal, state and local laws. I will not provide alcohol to or accept alcohol from any residents of the house in which I staff at any point.

I understand that I must maintain appropriate, consistent, and responsive communication with my residents, my fellow staff members, my Resident Fellow, Appointing Manager, Supervisor, Residential Education, and my appointing department. This may include but is not limited to attending staff meetings, house meetings, and using Stanford email as one of the major mechanisms to communicate with my Appointing Department, Resident Fellow, Supervisor, and house staff. I am responsible for reading all emails sent to my Stanford email address. I will also make available other contact information for ease of
communication (phone number, email address, etc.). I will also participate in the assessment efforts of my Appointing Department and Residential Education.

I understand that I will be privy to private student information in my role as a leader in the community. I will maintain student privacy, and I will not divulge a resident’s private information to others (including but not limited to fellow students or parents) without express consent. I will alert the appropriate professional staff members (Residence Deans, Resident Fellows, etc.) of student issues that come to my attention.

I understand that if I am asked to speak to the media from the perspective of my student staff position about my resident(s), my residence, the Appointing Department I work for, Residential Education and/or the University, that I will consult with my Resident Fellow, Supervisor, and Appointing Department first.

I understand that I will serve the entire duration of the academic year through the closing of the residences. I understand that I am not entitled to assignment to a particular room type (i.e., singles, premier rooms).

I waive my assignment to housing anywhere else on campus.

**TRAINING EXPECTATIONS**

I understand that all staff training is mandatory and agree to attend and participate in all scheduled training in its entirety, and that I must return to campus on the dates specified by the department. I will also attend all training during the academic year.

**CS 196 Course Requirement:**

- I will complete or waive the CS 196 course requirement as preliminary training for the RCC position during the Winter or Spring quarter prior to the 2019-2020 academic year.

**EDUC 192B Course Requirement for RCCs in Row houses (except fraternities, sororities, and Muwekma):**

- I will complete the EDUC 192B course requirement in Spring quarter prior to the 2019-2020 academic year.

**Spring Orientation:**

- Saturday, April 13, 2019 (Tentative): Mandatory RCC Spring Orientation for RF house RCCs
- Saturday, April 27, 2019 (Tentative): Mandatory RCC Spring Orientation for Row RCCs

**Autumn Training:**

- Monday, September 9 – Friday, September 13, 2019 (Tentative): Mandatory RCC Training
Academic Standards

I understand that I must be in good academic standing with the University as determined by the Registrar to be a staff member in a residence. I understand that I need to be a registered student to be a student staff member. My Resident Fellow/Supervisor, Residential Education, my Appointing Department, and Student Housing must approve any exceptions.

University Standards

I understand that if I violate or am under review for a violation of the Fundamental Standard, the Honor Code, or other University standard or policy, my appointment status may be reviewed.

Financial Responsibilities

I understand that I may be paid a stipend. If my appointment as a student staff member ends for any reason during the academic year, I agree to reimburse Stanford University a pro-rated amount of that stipend based on my last day of appointment.

Work Authorization

I understand that I must be a U.S. Citizen, U.S. Permanent Resident, or in visa status appropriate to receive payments from a U.S. source.

NOTE: If you are a recipient of financial aid or other grant/fellowship money, you should speak with the Financial Aid Office (650-723-3058) or your department to determine if and how your RCC stipend will impact your financial aid.

RESIDENT COMPUTER CONSULTANT WORK AGREEMENT

- I acknowledge the RCC stipend amount listed at https://vptl.stanford.edu/rcc-stipends.
- I agree to fulfill the responsibilities and expectations of the RCC Position Description as delineated on the VPTL website and follow the direction of my Resident Fellow(s), Hiring Manager and/or Supervisor(s).
I understand that I will serve the entire 2019-2020 academic year, that I will be registered in advance for all three quarters (Fall, Winter, Spring) of the 2019-2020 academic year at the home campus, and meet all other terms of appointment listed in the RCC Position Description and expectations and responsibilities for Resident Computer Consultants.

I agree to follow all VPTL and Residential Education policies and federal, state, and local laws. I understand that I will be given access to privileged and confidential information and will not share this information to other parties beyond what is necessary to fulfill my RCC responsibilities.

I agree to cooperate with my Supervisor, Resident Fellow(s) and House staff, participate in all staff meetings, house meetings, house activities, and actively support community development and the Student Technology and Residential Education program goals. I understand that I must maintain appropriate, consistent and responsive communication with my residents, my fellow staff members, my Resident Fellow, Hiring Manager, Supervisor, Residential Education and my hiring department and use a Stanford e-mail address as one of the major mechanisms to communicate with my hiring department, RF, Supervisor and house staff.

I understand that if I am asked to speak to the media from the perspective of my student staff position about my resident(s), my house, the hiring department I work for, Residential Education, and/or the university, that I will consult with my RF, supervisor and hiring department first.

I agree to stay one day after graduation of the 2019-2020 academic year. I understand that I may be asked to stay on campus during breaks. I waive my assignment to housing anywhere else on campus.

I will allow VPTL to use my image in relation to its programs.

I understand that the University limits the number of weekly hours I may work and agree to stay within those limits. (8 hours a week is attributed to the RCC position) I understand the expectations for my role as a student leader in the residences and for my appointment as RCC. I accept the appointment and will adhere to the expectations as outlined above. I understand that violation of this agreement, failure to meet appointment responsibilities and expectations, violation of University policy, and/or breaking the law may lead to the termination of my appointment and my removal from residence.
PEER HEALTH EDUCATOR STAFF ADDENDUM

TRAINING EXPECTATIONS

- I understand that all staff training is mandatory and agree to attend and participate in all scheduled training in its entirety, and that I must return to campus on the dates specified by the department. I will also attend all training during the academic year.

- Spring Training:
  In Spring Quarter 2019, all PHEs are expected to enroll in and pass PEDS 105: Health Promotion and Campus Culture.

- Autumn Training:
  Thursday, August 29, 2019: PHEs in RF houses may move into their Autumn residence
  Sunday, September 1, 2019: PHEs in Row houses may return to campus and move into temporary Row housing until Sunday September 8
  Monday, September 2, 2019: All PHEs are expected to report for training at 9 a.m.

- Ongoing Training:
  PHEs will be convened for further training and meetings throughout the year (~4x/quarter). All PHEs are required to attend these sessions.

PHE COMMITMENT AS A ROLE MODEL

PHEs have a public life and serve as wellness coaches and role models for thriving in college. By accepting this position, you commit to model a balanced, healthy lifestyle in which the wellness and self-care are core values. You specifically agree to:

- Abide by the Fundamental Standard, Honor Code and University policies such as the Policy on Controlled Substances and Alcohol, the policy on Sexual Harassment and Sexual Assault, and all other Stanford and Residential Education policies that govern student life.

- If you choose to drink alcohol, drink lightly and responsibly at all times

- Never drink with frosh or provide alcohol to underage students
- Use no tobacco products
- Use no illegal drugs
- Practice and model personal mental health and stress management strategies

**ROLES AND RESPONSIBILITIES AS A HEALTH EDUCATOR**

- Implement a minimum of 3 wellness programs each quarter
- Offer paraclinical first aid and medical resource referrals to residents as needed
- Educate and advise residents on relevant health topics via PHE boards, house meeting health tips, and other effective modes of education
- Play a leadership role in New Student Orientation, including facilitating post-program discussion of Faces, Beyond SexEd, and The Real World. PHE Agreement Addendum 2019-2020
- Attend and promote all major campus health events
- Check email/GroupMe daily for iThrive communications and respond or forward in a prompt fashion

**ROLES AND RESPONSIBILITIES AS A HOUSE STAFF MEMBER**

- Work closely with RFs and peer staff members to assess the health needs and interests of residents
- Maintain an active leadership role in community life including eating most meals with your residents and spending leisure time in your house.
- Monitor illness in your residences and refer students to the Outbreak Prevention Portal when needed
ROLES AND RESPONSIBILITIES AS A HEALTH ADVISOR AND COACH

- Act as your house’s wellness coach to residents and staff
- Inform and consult with Colin/Carole about sensitive issues/critical incidents
- Consult with Colin about programming and health advising and coaching issues

ROLES AND RESPONSIBILITIES AS A PHE TEAM MEMBER

- Actively promote I Thrive social media (SH101, Facebook)
- Attend PHE meetings and continuing education as they are scheduled throughout the year
- Serve as your house’s liaison to Vaden Health Center

CONFIDENTIALITY

- If asked to maintain strict confidentiality by another student, I will clearly communicate that I will protect students’ confidentiality to the greatest extent possible. I understand that I will maintain confidentiality regarding disclosures of student information to the greatest extent possible. I understand that, due to issues that involve serious threat or harm, I cannot guarantee students’ complete confidentiality.
ROW ACADEMIC THEME ASSOCIATE STAFF ADDENDUM

The Row Academic Theme Associate (ATA) is responsible for working within a staff team to foster a sense of house community while connecting residents with campus resources and creating meaningful residential experiences related to the academic theme of the house. The ATA also serves as a liaison between the house and faculty advisor and academic department related to the house theme. They are active members of house leadership. All ATA’s are also expected to work together with their fellow staff members as helpful, responsive, reliable team members.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Row Academic Theme Associates are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

RF ACADEMIC THEME ASSOCIATE RESPONSIBILITIES

Programming, Campus Opportunities, and Academic Department Relations

- Advance integrated learning through engagement with the academic, language or cultural theme of the residence.
- Organize theme-related programs, including guest speakers and cultural events.
- Foster faculty involvement, especially in theme-related fields and in coordination with their sponsoring academic department.
- Identify and develop residents’ theme-related interests.
- Inform residents about theme-specific programming.
- Coordinate and facilitate the development of theme-related projects, especially where required of pre-assigned residents.
- Explain, document, track and enforce pre-assignment requirements for all pre-assignees.
- Work with the rest of the student staff to integrate pre-assigned students with the rest of the community.
- Meet regularly with the rest of the staff to coordinate programming and community-building efforts.
- Support diversity education broadly.
Communication and Administration

- Maintain regular communication with the Program Manager (PM), Faculty Advisor, and other professional staff regarding scheduled house activities and events.

- Actively participate in the coordination of the pre-assignment process for future pre-assigned residents.

- Oversee the financial stewardship of departmental funds in conjunction with Residential Education, Faculty Advisor, Academic Department and any other applicable stakeholders.

Education and Transition

- Support/coordinate the process of identifying and selecting future ATAs, in conjunction with their fellow student staff members, departmental liaisons, and Residential Education.

- Meet with incoming ATA to pass along crucial information and documentation about the position, included but not limited to logistics for important house programs and events, best practices, and other useful practical information.
COMMUNITY MANAGER CO-OP STAFF ADDENDUM

The Community Manager (CM) is responsible for working within a staff team to foster a sense of house community while connecting residents with campus resources and creating meaningful residential experiences. The CM also serves as a liaison between Residential Education and the house. They are active members of house leadership. All CMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team members.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Community Managers are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

COMMUNITY MANAGER CO-OP RESPONSIBILITIES

Programming, Campus Opportunities, and Resources

- Help establish community norms and standards to ensure open and honest communication and responsible student conduct.
- Encourage discussions and around identity and topics related to diversity, equity, and inclusion.
- Help residents take responsibility and be good stewards of their residence and community.
- Assess residential community needs and desires, and serve as the point person on house staff to organize event logistics, programs, educational workshops, and activities as needed.
- Advise residential staff members on health issues as an integral part of the staff team on issues such as nutrition, alcohol, illness, etc.

Communication and Administration

- Maintain regular communication with the Program Manager (PM) and other professional staff regarding scheduled house activities and operations.
- Collaborate with the Financial Manager and Kitchen Manager to create budgets and plan food purchases for house programs and events.
- Know, and educate residents, about the University emergency (e.g., earthquake and fire) protocols and procedures, in collaboration with the Resident Assistant.
• Create and collect, from all residents, a signed Supplemental House Agreement that augments the University's Residence Agreement, and explains the responsibilities and expectations of each resident. Submit a copy of the Supplemental House Agreement to your Program Manager.

Facilities and Equipment Oversight

• Assume responsibility for a Master Key, including financial responsibility up to $1000 in the event of loss and/or theft.

Education and Transition

• Meet with incoming CM to pass along crucial information and documentation about the position, included but not limited to logistics for important house programs and events, best practices, and other useful practical information.
COMMUNITY MANAGER SELF-OP STAFF ADDENDUM

The Community Manager (CM) is responsible for working within a staff team to foster a sense of house community while connecting residents with campus resources and creating meaningful residential experiences. The CM also serves as a liaison between Residential Education and the house. They are active members of house leadership. All CMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team members.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Community Managers are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

COMMUNITY MANAGER SELF-OP RESPONSIBILITIES

Programming, Campus Opportunities, and Resources

- Help establish community norms and standards to ensure open and honest communication and responsible student conduct.
- Encourage discussions and around identity and topics related to diversity, equity, and inclusion.
- Help residents take responsibility and be good stewards of their residence and community.
- Assess residential community needs and desires, and serve as the point person on house staff to organize event logistics, programs, educational workshops, and activities as needed.
- Advise residential staff members on health issues as an integral part of the staff team on issues such as nutrition, alcohol, illness, etc.

Communication and Administration

- Maintain regular communication with the Program Manager (PM) and other professional staff regarding scheduled house activities and operations.
- Collaborate with the Financial Manager and Kitchen Manager to create budgets and plan food purchases for house programs and events.
- Know, and educate residents, about the University emergency (e.g., earthquake and fire) protocols and procedures, in collaboration with the Resident Assistant
• Create and collect, from all residents, a signed Supplemental House Agreement that augments the University's Residence Agreement, and explains the responsibilities and expectations of each resident. Submit a copy of the Supplemental House Agreement to your Program Manager.

Facilities and Equipment Oversight

• Work closely with the Housing Building Manager (HBM) to aid in maintaining the facility, request work orders, report damages, report rodent and pest issues, and distribute facility related information as needed.

• Serve as the primary liaison between the house and HBM, housing front desk staff, and the County Inspectors (Health Inspector, County Fire Marshal). Ensure that the house meets a basic level of cleanliness and safety as determined by the University and the County.

• Work with the HBM to develop and implement longer-term projects for house improvement.

• Conduct quarterly walkthroughs of the house with your HBM, and maintain detailed inventory of house-owned items. Steward house closing process in conjunction with other staff members, and maintain house storage space.

• Assume responsibility for a Master Key, including financial responsibility up to $1000 in the event of loss and/or theft.

Education and Transition

• Meet with incoming CM to pass along crucial information and documentation about the position, included but not limited to logistics for important house programs and events, best practices, and other useful practical information.
KITCHEN MANAGER CO-OP STAFF ADDENDUM

The primary focus of a Kitchen Manager (KM) is to ensure the dining experience in their house is healthy, safe, and satisfying for their residents. The Kitchen Manager is responsible for promoting learning in their residence through the lens of communal dining; assessing the needs of their community, analyzing and synthesizing that information and sharing it with stakeholders; and partnering with the professional kitchen staff to order food, plan menus and set food budgets. In addition, they are expected to ensure that the kitchen is clean and residents of the house understand and consistently follow all kitchen health and safety regulations. All KMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team members.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Kitchen Managers are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

KITCHEN MANAGER CO-OP RESPONSIBILITIES

General Responsibilities

- Ensure that residents have access to ten prepared meals a week, and an open kitchen that is adequately stocked with healthy, diverse options that reasonably accommodate all residents.
- Distribute quarterly surveys to house regarding satisfaction with foodservice.
- Establish clear methods by which residents can provide feedback and receive responses.
- Know every special dietary need in the house and regularly check in to make sure they are being accommodated.
- Ensure every resident attends a “New Resident Orientation” session within two weeks of moving into house; ensure every resident knows emergency kitchen response protocol.
- Ensure accountability with residents in managing the house hashing system and kitchen cleanliness.
- Notify PM immediately about county health inspections that occur, email county inspection report to PM within 24 hours of inspection, and meet with PM within one week to review results of report.
- Maintain a consistent presence during meal times in the house.
- Make efforts to encourage and engage in kitchen sustainability for the house.
• Develop, maintain, and explore new ways to engage in vendor management

• Establish clear lines of communication and collaboration with your Financial Manager and Community Manager. In addition, attend weekly KM and FM meetings.

• Ensure that deliveries are properly stored and food is properly served according to Santa Clara County guidelines.

**Promote a Healthy and Inclusive Kitchen Community**

• Create a kitchen environment in which residents feel at home, their needs are being met and desires are being considered. Assess specific requests to meet dietary needs. Be aware of the options residents may pursue if their dietary needs are not being met.

• Solicit regular feedback from residents on quality and quantity of prepared food and open kitchen options.

• Establish clear and comfortable communication methods in order to gather feedback and share changes.

• Expose residents to food systems concepts, including but not limited to nutrition, food, health, community economic development and agriculture, and encourage residents to be intentional about food choices.

• Ensure menus are created taking into consideration input and suggestions from residents.

• Work with PM to strategize around serving the dietary needs and/or restrictions of residents.

**Meal Provision**

• Ensure the planning of nutritional menus weekly checking in with cook crews and working in partnership with house staff to ensure nutritionally balanced options.

• Ensure that a menu is available to view each week for residents.

• Ensure deliveries are received, checked and stored within County food safety guidelines. Report any problems with deliveries to delivery vendors, Financial Manager, and Program Manager.

• Ensure the necessary ingredients are available for house cook crews, and establish a procedure for how cook crews can acquire necessary ingredients if they are unavailable.

• Ensure that the presentation of food is performed with food safety in mind as well as appetizing appearance. All items must be labeled (preferably using dry erase pens on the sneeze guards), especially to mark foods vegan, vegetarian, or with any allergen notices (gluten, peanuts, milk, cheese, shellfish, soy, etc.).
- Ensure that prepared food is served and stored according to County food safety guidelines.

Maintain Kitchen Operations

- Communicate regularly with the Program Manager and Housing Building Manager in matters concerning the kitchen, including but not limited to the maintenance and use of all equipment and health and food safety concerns.

- Ensure that kitchen and dining room use procedures not only comply with the standards of the County Health Inspector and County Fire Marshal, but also provide a consistently clean and healthy environment for the preparation and consumption of meals. Share with Program Manager and Housing Building Manager all County inspection reports and works with the Program Manager toward resolving any code violations or operations problems.

- Develop and maintain kitchen closing responsibilities to include deep cleans, proper storage of kitchen supplies, reserves items for the house and coordination with your HBM.

- Supervise kitchen opening in September and January and closing for winter and summer academic breaks. Be available through the final days of autumn and spring quarter for kitchen closing.

- Take responsibility for setting and meeting the food budget in partnership with the Financial Manager (FM).

- Meet with the FM on a weekly basis to review concerns, budgets, and vendor management.

Education and Training

- Plan at least one educational program relevant to position and role per quarter.

- Complete Attend County Health and Safety Certification Course and pass certification exam provided during training.

- Establish kitchen jobs and train/supervise hashers in partnership with the House Manager, and develop an enforcement procedure if residents do not show up for their cleaning and hashing shifts.

- Host a kitchen “new resident orientation” for any new residents within the first two weeks of the quarter to introduce residents to the kitchen equipment and storage, proper procedures, and kitchen fire prevention methods.

- Regularly check in with residents to ensure they have a working understanding of kitchen health and safety especially the proper use and maintenance of kitchen equipment. The list of equipment should include but is not limited to: Stovetop, griddle and ovens Professional mixer and slicer Knives and other kitchen utensils
• Oversee and train residents in composting, recycling, and sustainable kitchen practices & kitchen sustainability procedures.

• In partnership with the current FM, meet with incoming KM and FM to pass along crucial information and documentation about the position, including but not limited to key logistics, vendor management and other useful practical information.
KITCHEN MANAGER SELF-OP STAFF ADDENDUM

The primary focus of a Kitchen Manager (KM) is to ensure the dining experience in their house is healthy, safe, and satisfying for their residents. The Kitchen Manager is responsible for promoting learning in their residence through the lens of communal dining; assessing the needs of their community, analyzing and synthesizing that information and sharing it with stakeholders; and partnering with the professional kitchen staff to order food, plan menus and set food budgets. In addition, they are expected to ensure that the kitchen is clean and residents of the house understand and consistently follow all kitchen health and safety regulations. All KMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team members.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Kitchen Managers are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

KITCHEN MANAGER SELF-OP RESPONSIBILITIES

General Responsibilities

- In partnership with professional kitchen staff, ensure that residents have access to ten prepared meals a week, and an open kitchen that is adequately stocked with healthy, diverse options that reasonably accommodate all residents.
- Distribute quarterly surveys to house regarding satisfaction with food service. Establish clear methods by which residents can provide feedback and receive responses.
- Participate in regular interactions with chef and chef’s assistant; facilitate resident interactions and feedback with chef and assistant.
- Know every special dietary need in the house and regularly check in to make sure they are being accommodated.
- Make each week’s menu available to all residents prior to the start of the week.
- Ensure every resident attends a “New Resident Orientation” session within two weeks of moving into house; ensure every resident knows emergency kitchen response protocol.
- Ensure accountability with residents in managing the house hashing system and kitchen cleanliness.
• Notify Program Manager (PM) immediately about county health inspections that occur, email county inspection report to PM within 24 hours of inspection, and meet with PM within one week to review results of report.

• Maintain a consistent presence during meal times in the house.

• Make efforts to encourage and engage in kitchen sustainability for the house.

• Develop, maintain, and explore new ways to engage in vendor management.

• Establish clear lines of communication and collaboration with your Financial Manager and Community Manager. In addition, attend weekly KM and FM meetings.

**Promote a Healthy and Inclusive Kitchen Community**

• Create a kitchen environment in which residents feel at home, their food needs are being met, and desires are being considered. Assess specific requests to meet dietary needs. Be aware of the options residents may pursue if their dietary needs are not being met.

• Solicit regular feedback from residents on quality and quantity of prepared food and open kitchen options.

• Establish clear and comfortable communication methods in order to gather feedback and share changes.

• Expose residents to food systems concepts, including but not limited to nutrition, health, community economic development and sustainable agriculture, and encourage residents to be intentional about food choices.

• Ensure menus are created with input and suggestions from residents.

• Encourage residents to be thoughtful and responsible stewards of their residential communities.

**Professional Kitchen Staff Partnership**

• Establish a relationship with the chef and chef’s assistant(s), and establish expectations for resident relationship with chef and chef’s assistant.

• Participate in the planning of menus weekly by checking in with professional staff to ensure nutritionally balanced options.

• Ensure that a menu is available to view each week for residents.

• Work with Program Manager to regularly assess the quality and quantity of food provided by the professional kitchen staff via formal and informal resident feedback.
• Regularly interpret and then share resident feedback with chef and chef’s assistant(s).

Maintain Kitchen Operations

• Communicate regularly with the Program Manager and Housing Building Manager in matters concerning the kitchen, including but not limited to the maintenance and use of all equipment, and health and food safety concerns.

• Develop and enforce guest policies during meal times. Develop Eating Associate contracts in partnership with Chef and Financial Manager and turn in a copy of your Eating Associate contract and payment to your Program Manager.

• Ensure that the kitchen and dining room procedures not only comply with the standards of the County Health Inspector and County Fire Marshal, but also provide a consistently clean and healthy environment for the preparation and consumption of meals. Share with Program Manager, and Housing Building Manager all County inspection reports and work with necessary University administrators toward resolving any code violations or operations problems.

• Supervise kitchen opening in September, January, and in preparation for winter closure and summer academic breaks by working with Chef and Assistant. Be available through the final days of autumn and spring quarter for kitchen closing.

• Take responsibility for setting and meeting the food budget in conjunction with the Financial Manager (FM).

• Meet with professional kitchen staff and the FM on a weekly basis to review concerns, budgets and vendors.

Education and Training

• Plan at least one educational program relevant to position and role.

• Complete Attend County Health and Safety Certification Course and pass certification exam provided during training.

• Establish kitchen jobs and train/supervise student hashers in partnership with the Community Manager. Coordinate with the professional staff to schedule kitchen assistant and cleaning crews. Develop an enforcement plan if hashers do not show up for their shifts.

• Host a kitchen “new resident orientation” for any new residents within the first two weeks of the quarter to introduce residents to the kitchen equipment and storage, proper procedures, and kitchen fire prevention methods.
• Regularly check in with residents to ensure they have a working understanding of kitchen health and safety especially the proper use and maintenance of kitchen equipment. The list of equipment should include but is not limited to: stovetop, griddle, ovens, professional mixer and slicer, knives and other kitchen utensils.

• Oversee and train residents in composting, recycling and sustainable kitchen practices.

• In partnership with the current FM, meet with incoming KM and FM to pass along crucial information and documentation about the position, including but not limited to key logistics, vendor management and other useful practical information.
HOUSE MANAGER STAFF ADDENDUM

The House Manager (HM) is responsible for working within a co-op staff team to foster a strong sense of house stewardship while connecting residents with campus resources and creating meaningful residentially-oriented learning experiences. The HM also serves as a liaison between Residential Education, Residential & Dining Enterprises Student Housing, and the house. They are active members of house leadership. All HMs are also expected to work together with their fellow staff members as helpful, responsive, reliable team members.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Kitchen Managers are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

HOUSE MANAGER RESPONSIBILITIES

Programming, Campus Opportunities, and Resources

- Help establish community norms and standards to ensure open and honest communication and responsible student conduct.
- Encourage discussions and around identity and topics related to diversity, equity, and inclusion.
- Help residents take responsibility and be good stewards of their residence and community.
- Assess residential community needs and desires, and serve as the point person on house staff to organize event logistics, programs, educational workshops, and activities as needed.
- Advise residential staff members on health issues as an integral part of the staff team on issues such as nutrition, alcohol, illness, etc.

Communication and Administration

- Maintain regular communication with the Program Manager (PM) and other professional staff regarding scheduled house activities and operations.
- Collaborate with the Financial Manager and Kitchen Manager to create budgets and plan for house and kitchen cleaning supply purchases.
- Know, and educate residents, about the University emergency (e.g., earthquake and fire) protocols and procedures, in collaboration with the Resident Assistant.
• Work with the Community Manager and/or any other relevant co-staff to create and collect, from all residents, a signed Supplemental House Agreement that augments the University’s Residence Agreement, and explains the responsibilities and expectations of each resident. Submit a copy of the Supplemental House Agreement to your Program Manager.

Facilities and Equipment Oversight

• Work closely with the Housing Building Manager (HBM) to aid in maintaining the facility, request work orders, report damages, report rodent and pest issues, and distribute facility related information as needed.

• Conduct regular inventory of house supplies and re-order and re-stock as needed.

• Assume responsibility for jobs scheduling and management.

• Work closely with Kitchen Managers to consistently maintain clean kitchen standards.

• Serve as the primary liaison between the house and HBM, housing front desk staff, and the County Inspectors (Health Inspector, County Fire Marshal). Ensure that the house meets a basic level of cleanliness and safety as determined by the University and the County.

• Work with the HBM to develop and implement longer-term projects for house improvement.

• Conduct quarterly walkthroughs of the house with your HBM, and maintain detailed inventory of house-owned items. Steward house closing process in conjunction with other staff members, and maintain house storage space.

Education and Training

• Meet with incoming HM to pass along crucial information and documentation about the position, included but not limited to logistics for important house management needs, best practices, and other useful, practical information.
FINANCIAL MANAGER STAFF ADDENDUM

The Financial Manager (FM) role is essential to the sustainability of the Row Program and providing a vibrant residential learning experience for student staff and residents. The FM is responsible for ensuring the financial vitality of the house through demonstrating leadership and ethical decision-making in budgeting practices, spending house funds, and maintaining accurate records of transactions. As a member of the staff team, the FM helps foster a sense of community, while providing or connecting residents to resources and opportunities to enhance their residential experience.

In addition to adhering to the responsibilities for all residential student staff outlined in the Expectations and Agreement for Undergraduate Residential Student Staff, Financial Managers are responsible for the following position specific responsibilities, unique to staffing in an independent, student managed row house community.

FINANCIAL MANAGER RESPONSIBILITIES

General FM Responsibilities

- Uphold the highest expectations of accountability and transparency in overseeing financial health of residence and the Row Program.
- Accept responsibility for the proper and appropriate stewardship of house funds.
- Adhere to and enforce all Stanford University and Residential Education financial policies and procedures

Budget, Transaction, and Vendor Management

- Oversee all financial transactions and maintain accurate records for the house including, vendor invoices, reserve requests, overtime requests, reimbursements, eating associates, maintenance, co-pays, etc.
- Develop and manage house budget in consultation with house staff and residents.
- Ensure all vendor invoices are paid and recorded in a timely manner.
- Reconcile all transactions in house bank account and departmental accounting software by specified deadlines provided by the ResEd Accounting Team.
- Ensure proper use, maintenance, and security of financial materials (debit card, checkbook, receipt book, etc.)
- Maintain professional, consistent, and timely communication with Program Manager, ResEd Accounting Team, and house Chef (if applicable).

**Education and Training**

- Maintain accurate records and documentation of all house transactions, budgets, procedures, and programs.
- Coordinate educational opportunities for house staff and residents to learn about financial literacy, careers in finance, budgeting, etc.
- Meet with incoming FM to pass along crucial information and documentation, included but not limited to house budget, event and program specific budgets, and best practices.