

## **Unique People Services Job Description**

**Job Title:** Residence Manager  
**Department:** Crown Residence  
**Reports To:** Program Director  
**FLSA Status:** Exempt  
**Prepared By:** HR Director  
**Revised Date:** 9-23-09

**SUMMARY:** Responsible for the safe operation of the program and ensuring the all residents are provided with a safe and comfortable environment

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervise the maintenance department to ensure that the physical plant is maintained in a safe and clean manner.
- Oversee work orders to ensure that all repairs are made in a timely manner and maintain a record of all repairs made.
- Ensure that all rooms are cleaned and prepared for re-occupancy upon a resident discharge.
- Periodically inspect the residential rooms to ensure that rooms are being maintained and all necessary repairs are made.
- Ensure that all house rules are adhered to by the residents
- Solicit bids from outside contractors as necessary and submit to Program Director for review and approval.
- Maintain a record of all inspections, licenses, etc. related to the building.
- Oversee the correction of all building related violations and maintain a record of same. Provide documentation of correction to Program Director on a timely basis.
- Ensure that all furniture and equipment is tagged upon receipt and maintain inventory of all furniture and equipment items and update as items are discarded and/or new items are obtained. Forward this information monthly to Associate Executive Director.
- Prepare and submit requisitions for building, household supplies and program supplies to Program Director for approval.
- Oversee food service area to ensure that all food service establishment regulations are met.
- Monitor quality and quantity of meals received from caterer to ensure that

meats are adequate, nutritious and packaged in a sanitary manner.

- Collect and review all delivery/receiving slips to ensure that goods are received as ordered and stored appropriately. Indicate review by signing and dating paperwork. Submit all delivery/receiving slips to Purchasing Department at Administrative Office after review.
- Maintain and reconcile program petty cash fund.
- Immediately notify program director of any unusual or extraordinary situations.
- Attend regular staff meetings and in-service training as scheduled.
- Oversee all expenditures of funds (petty cash, travel, recreation, etc.) given to the Program.
- Collect, record and transmit program fees to the Administrative Office's Office Manager on a timely basis.
- In the absence of the Program Director, prepare and submit the timesheets as scheduled to the Payroll Department. Update staff accruals on a monthly basis

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Bachelor's Degree, preferably in the Social Services field with two (2) years experience in a residential setting. May be substituted for Associate Degree with five (5) years experience in a residential setting. Knowledge of HIV/AIDS and substance abusing populations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTE:** This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org) with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.