

<b>Title:</b>	<b>Housing Operations Manager</b>
<b>Work Credit:</b>	Full hours in dining Choice of housing and dining co-op
<b>Payroll:</b>	Stipend equal to \$1,500 per semester (less taxes)
<b>Time Required:</b>	25-35 hours/month (6.25-8.75 hours/week); more at beginning of the semester
<b>Responsible to:</b>	OSCA Board, Housing Coordinator, Housing Membership
<b>Support People:</b>	President, Co-op Area Coordinator, OC Assistant Dean of Residential Education & Dining Services
<b>Appointed by:</b>	Housing Operations Manager, Operational Officers (1), Housing Coordinator, HLECs (8), Cleanliness & Maintenance Coordinators (1), Accessibility Committee Coordinators (1), Operations Managers (2)
<b>Sit on Appointments:</b>	Housing Operations Manager, Housing Coordinator, HLECs

### General Responsibilities

- 1) Formalize and update OSCA cleanliness procedures as necessary (housing cleanliness manual, training documents etc.).
- 2) Serve as a resource for OSCA housing membership regarding cleanliness/operations.
- 3) Train and support OSCA housing cleanliness coordinators.
- 4) Coordinate with other OSCA staff and College administrators to ensure effective operation of OSCA housing.
- 5) Work towards long-term projects for the betterment of OSCA related to OSCA housing operation and cleanliness, keeping in mind how cleanliness of co-ops affects accessibility.
- 6) Work towards social justice within OSCA by:
  - Respecting that all members, staff, and employees face different challenges depending on their identities (i.e. acknowledging the existence of racism, classism, misogyny, transphobia, homophobia, ableism etc. in the world).
  - Listening to, respecting, and educating yourself about the experiences of members who face systematic barriers; working to accommodate these members to the best of your ability and within the boundaries of OSCA's policies and federal and state law.
  - "Social justice" is herein defined as working towards a society where structural oppression does not exist. "Structural oppression" is herein defined as violence against certain marginalized groups, perpetrated through structures of power (law, government, cultural practices, etc.), for benefit of privileged groups.

### Specific Responsibilities / Timeline

#### *Spring of the year before*

- 1) Update Housing Cleanliness Inspection forms as necessary. Give updated forms to the Business Coordinator for printing.
- 2) Update Housing Cleanliness Manual as necessary.

#### *Beginning of the year*

- 1) Arrive a week before the semester begins.
- 2) Meet with HLECs, make plans for cleanliness over the first week.
- 3) Inspect all the co-ops to ensure they're adequately supplied, obtain more supplies as needed.

- 4) Start work on housing cleanliness manual.
- 5) Prepare training for house cleanliness coordinators.

*Throughout the year*

- 1) Conduct housing inspections once a week. Email each co-op after their inspection, and inform them if they passed/failed, and indicate which parts of the house were clean and which could be cleaned better for next week.
- 2) Check office mailbox on a regular basis.
- 3) Fill out monthly stipend reports to the President for presentation to the membership.
- 4) Attend Residential Education and Dining Services meetings (facilities) as needed.
- 5) Attend General Management Team (GMT) meetings as needed.
- 6) Attend Housing Loose End Coordinator (HLEC) Meetings as needed.
- 7) Educate housing membership regarding housing cleanliness.
- 8) Address daily maintenance problems in housing spaces.
- 9) Work with and apply to the Green Edge Fund for projects to help the environment and improve OSCA buildings.
- 10) Act as a representative and liaison to the other co-ops that OSCA sublets to. Renew sublease contracts once yearly.

*End of year*

- 1) Serve on the Housing Operations Manager and Housing Coordinator appointments committees.
- 2) Inventory remaining co-op supplies and move them into cleaning closets to be locked.
- 3) Create documentation of work and knowledge for next appointee. Add to OSCA server.
- 4) Meet with and train replacement.

**Qualifications**

- Experience living in an OSCA co-op is highly desired
- Experience in an OSCA co-op is required
- Experience with basic cleaning supplies and practices is required
- Basic organization, coordination and delegation skills required

*Approved by the Personnel Committee*