



**Job Title:** House Manager – Generation House

**Job Overview:**

While the Executive Director is responsible for the overall care and safety of our guests, as well as the home itself, our on-site House Manager has responsibilities that are to help her fulfill her role.

**Compensation:** This is a part-time hourly position. On-site housing included.

**Work Schedule:** 20-25hrs/week. Saturday-Wednesday

**Reports to:** Executive Director – Generation House

Expectations of the House Manager include, but are not limited to the following:

- Represent Christ well in all that is said and done.
- On occasion will be asked to join in tours or meetings.
- Assign chores to guests such as laundry schedule, meal preparation, general cleaning so that the inside of the house is always clean and in a presentable fashion. The overall cleanliness of the home is important not only for our guests, but for tour groups that may stop in at any time.
- Assist with Second Harvest by helping Executive Director sort and put away food.
- Secure and lock up the home every evening to be sure that everyone is kept safe.
- Use practical judgment when it comes to the use of all utilities, including water, heat, and air conditioning.
- Assist with weekly room inspection of guest's individual sleeping areas.
- Remind guests of lunch/crafts on Mondays with volunteer.

It is expected that the House Manager will help “guide” our new families in becoming acquainted with the operation of the house. For example, you may need to remind a new family that it is their responsibility to clean the dining room table and surrounding area after a meal with their family. The emphasis here is on guiding, which is much different from requiring or overseeing or even reprimanding.

Any issues that may arise with any new guest should be discussed with the Executive Director who in turn will interact with the new family. In almost every single circumstance, all problems or issues that occur with our guests are to be handled by the Executive Director.

When carrying out the role of House Manager, the one thing always to remember is to represent Christ well in all that is said and done. Additionally, it is important to remember, that as a Christ-follower, it is key to stay connected to the Vine by watering or growing one's personal faith as well.

**Competencies:**

- Hospitable
- Team Player
- Teachable
- Self-Starter
- Patient
- Compassionate
- Positive and Optimistic Attitude
- Independent Worker
- Ministry Minded
- Shepherd
- Maintain confidentiality
- Organized and detail oriented

**Expectations:**

- Live committed to our description of Christlikeness as described in the six Core Christlike Characteristics and summarized by Loving God, Loving People and Living Surrendered as well as a commitment to the 6D's of Discipleship.
- Live committed to our mission of "Leading people in the adventure of becoming like Christ" by personally practicing the 5B's.
- Participate in all scheduled staff meetings and staff development times.
- Meet with the Executive Pastor and other staff for department planning and evaluation.
- Abide by the Open Door Employee Handbook including staff team values and agree with our doctrine, mission, and values (<https://www.opendoor.tv/about-us/our-mission/>).
- Perform other duties as assigned by the Executive Director, Executive Pastor and/or Senior Pastor.

*The above responsibilities are not intended to be an all-inclusive list. All staff at Open Door are committed to team ministry that pursues excellence with an attitude of "whatever it takes to get the job done." Therefore, additional time may be required outside of regular work hours and normal schedules.*

**Interested? Please send your resume to [jobs@opendoor.tv](mailto:jobs@opendoor.tv) ! Thank you.**