



# GREEK HOUSING MANAGEMENT, LLC

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## **Minimum Performance Requirements for House Director**

1. Reside in the Fraternity Chapter House (the “Premises”) at all times that the chapter members are present. Be available on weekends and evenings in case of emergency and to notify the tenant/employer and Greek Housing Management, LLC (“Manager”), the property manager for the Premises and tenant/employer, if this is not possible. This position requires is a 12 month/52 week commitment with all absences or vacations coordinated and approved by the Manager in consultation with the tenant/employer.
2. Prepare reports for the Manager on the physical condition of the Premises. Complete and return all reports by their designated timeline, including:
  - a. Monthly report
  - b. Semester report
  - c. Yearend report
  - d. Other reports as requested
3. Be present during scheduled non-ritual functions Sigma Alpha Epsilon Fraternity (“Fraternity”), such as:
  - a. Homecoming
  - b. Parent’s Weekend
  - c. Recruitment Events
  - d. Other events as requested
4. Report any major physical or structural problems of the Premises immediately to Manager.
5. Become informed of and to enforce the risk management policies, rules and regulations of the Fraternity and this Lease, including but not limited to the no alcohol policy in common areas, pets, smoking, etc. These rules apply to the House Director as well as the tenant’s members.
6. Report any issues or incidents involving the tenant’s members and guests, observed or experienced, to the Manager and to other persons designated by the Manager.
7. Close and secure the Premises after residents leave for university designated breaks.
8. Maintain an open line of communication with the undergraduate chapter by attending weekly chapter executive board meeting.
9. Work to build a mentor-type relationship with the members of the undergraduate chapter with whom you are working. A true and lasting engagement with the members fostering an environment of trust and personal accountability.
10. Participate in any hiring, management, or termination process of meal preparation staff of the tenant chapter.

11. Review all expenditures related to meal preparation ensuring they are in-line with the budget allotted by the tenant/employer.
12. Supervise cleaning staff and work with the tenant's house manager to ensure the cleanliness of the Premises and keep the Premises clean and orderly while maintaining a hospitable environment.
13. Review and record all invoices for purchases House Manager has made and has been authorized to make, and to turn them over to Manager or payment. Fax invoices and related documents to Manager upon request.
14. Keep a record for Manager of any and all charges incurred by the tenant chapter that appear on the landlord's invoices or by special purchase so Manager can bill the tenant chapter under the terms of this Lease.
15. Perform resident check-in/check-out procedure at the commencement/conclusion of each semester or as individual tenets may check-in/check-out during the semester, including managing room keys and performing the duties prescribed under the "Room Inventory Form/Security Deposit Refund" document approved by landlord (which must be completed immediately upon resident check-in/check-out). Visually inspect the resident's room during check-in/check-out for any damage and note the same on the Room Inventory Form/Security Deposit Refund" document approved by landlord.
16. Provide a list of Premise residents including name, room number, and cell phone number to the Manager by the second week of classes each academic period.
17. Schedule, supervise, and review the work of any outside contractors. Recommendations on summer work/repairs must be presented to Manager by February 1st of the same calendar year.
18. Forward all mail to the appropriate parties when school is not in session.
19. Report any security infractions to employer, Manager and to the university department of public safety or local security guard, if applicable.
20. Upon your departure from the position, turn over all maintenance records over to the appropriate Manager representative.

House Director's duties shall also include the application of the employee's skills and knowledge to ensure a safe, well-run operation, between both the House Director and the employer/tenant. Manager, in consultation with the employer, reserves the right from time to time to change the nature and scope of the House Director's duties. House Director shall carry out, to the best of his or her ability, any and all duties assigned to the employee.