



Job Description: Dorm Manager

Non-Exempt: Hourly worker and **Seasonal Summer Worker**

Position Summary:

The Dorm Manager is responsible for keeping a safe, happy, and positive dorm atmosphere for the residents. The Dorm Manager promotes the standards for our employees' dorm living outlined in our employee handbook.

Essential Job Functions:

- Schedule and run a mandatory dorm orientation meeting in early June for all residents covering the dorm rules. Schedule more meetings as necessary. If new employees check in after the orientation, make sure they access to all of the same materials, rules and knowledge that was given during the orientation.
- Get to know the dorm residents (At very minimal, know all names/faces)
- Promote a positive and safe atmosphere that makes all residents feel comfortable. This includes holding social gatherings for the residents; we suggest more so at the beginning of summer to help establish Manager/Resident relationship.
- Work with floor 'key holders' to ensure that no employee is locked out of their room in unsafe conditions/preventing them from reporting to work.
- Keep all public areas of the dorm clean including, but not limited to: bathroom, living room, hallways, and the outside area around the dorm.
- As employees come and go, you are responsible for remaking the room ready for the new resident mid-summer.
- Monitor vacuum(s) and cleaning supplies so they are returned to common closets for use by all residents.
- Be in contact with housekeeping/laundry when in need of more clean linens or dirty pick up.
- Upon new arrival go through the housing check in sheet with each resident.
- Upon check-out re –check the room with the employee present. Collect keys and meal cards. “Reset” room for new resident, even if a new resident is not assigned.
- Enforce visitor hours.
- Enforce quiet hours. This includes doing daily (and nightly checks) of the housing.
- Enforce all rules of the dormitory as listed in the Employee Handbook, and as discussed at Dorm manager's orientation for employees.
- Perform room checks at least once per month through-out the summer.
- Be firm, but fair with the rules.
- Insure the safety of all residents and guests.
- Be responsible for cleaning of the dorms.
- Communicate with housekeeping, maintenance, I.T and Human Resources whenever needed.

Other Responsibilities:

- Other duties as assigned by the HR department.

ADA Requirements

- Continuously
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of dormitory and surroundings, monitor/perform room checks.
- Occasionally
 - Sitting
 - Climbing
 - Walking
 - Bending
 - Lifting up to 10 pounds
 - Carrying up to 10 pounds
- Environmental Conditions
 - Continuously works inside.
 - Occasionally works outdoors to check safety of surrounding of the facility.
 - Occasionally works with chemicals.
 - Frequently works alone.
 - Frequently works around others.

Qualifications and Education Requirements:

- Must be 21 years of age or older
- Must be able to enforce rules, even when it is not a popular decision.
- Must be able to make decisions to ensure the safety and well beings of the residents.
- Must be able to remember names and form professional housing manager relationships with resident population.

Supervision:

- This is not supervisory role. However, the Women's Dorm Manager is responsible for the safety of the dorm residents and building, and is responsible for enforcing rules/reporting fines/disciplinary policy to the Human Resources Department.
- Reports to Human Resources Department.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.