

# HOUSE MANAGER- Glenmary Home Missioners

*Glenmary Home Missioners, a Catholic Society of priests and brothers, serves the spiritual and material needs of people in rural areas of the United States through social outreach, establishment of Catholic churches, and a connection with God. It is headquartered in Fairfield, OH.*

**Position Available:** House Manager – Glenmary Residence Hall in Fairfield OH

**Classification:** Part time, Non-Exempt 25 hours/week

**Supervision duties:** Directs and oversees the activities of the Cook and the Housekeeper.

The House Manager organizes and coordinates the day-to-day activities of the Residence, Kitchen and Chapel, facilitates meetings and special events. The Residence Hall has 20 individual apartments for retired Glenmary Priests/Brothers as well as Priests/Brothers assigned to work or study in the greater Cincinnati area. The Residence also has a common area, main dining room, and kitchen. Responsibilities include:

## **Kitchen:**

- Orders and picks up food purchases. Approves all related invoices.
- Coordinates special events.
- Supervise the Residence Cook. The Cook's activities & responsibilities include but are not limited to menu planning, food preparation including noon and evening meals Monday through Friday, post-meal clean up, food storage, and inventory

## **Housekeeping:**

- Supervise the Housekeeper. The Housekeeper's activities & responsibilities include but are not limited to cleaning Residence guest rooms, cleaning open public areas in the Residence (dining room, living room, television room, kitchen and chapel), cleans the Novitiate House as needed.
- Purchase and maintains adequate inventory of household items needed, purchase appliances and/or furnishings as needed.
- Provides a substitute when the Housekeeper is unavailable.

## **Chapel:**

- Collaborates with the Sacristan when needed to order altar supplies, for example candles, wine, altar breads, and flowers.
- Arranges Principal Celebrant for daily mass. Prepares Mass calendar and post mass time changes/cancellations when necessary.
- Sets-up for special events in the chapel (order flowers/put-up banners, etc.).

## **Miscellaneous:**

- Works with the Assistant Guestmaster/House Director to accept guest reservations and assign rooms.
- Assist Senior Member Director on an as needed basis with transportation.
- Prepares annual budget for Residence and related activities.
- Coordinates with Facility Manager if any maintenance work is required for the Residence or Novitiate House.

- Other work related duties and responsibilities as assigned by the immediate supervisor.
- Coordinates special events and notifies the Housekeeper and/or Cook of any pre/post set-up/clean-up activities needed
- Facilitates monthly meetings for Residence Hall and provide a written summary of proceedings.

**A successful candidate will have the following qualifications:**

- High school education or equivalent required. Three to five years of practical experience preferred. Familiarity with the Catholic Church a plus.
- Ability to communicate effectively and professionally to a variety of people, both internally and externally.
- Customer service, team-oriented approach.
- Valid driver's license required.
- Be able to travel up and/or downstairs on a daily basis to perform assigned duties. Will require walking, standing and sitting and the use of hands and arms to occasionally lift and reach. Proficient in the use of related equipment.

Qualified candidates should submit their cover letter and resume by 6/17/24 to: [ccarpenter@glenmary.org](mailto:ccarpenter@glenmary.org) Thank you for your interest in Glenmary Home Missioners!