

RESIDENTIAL SITE OPERATIONS MANAGER

Position Summary

The Residential Site Operations Manager is responsible for overseeing or coordinating operational items for the administrative and residential buildings.

Reports To

Director of Operations

Duties/Responsibilities

- Maintain necessary inventory of cleaning supplies, and stocked items throughout administrative and residential buildings
- Inspect and create a cleaning/maintenance plan for each respective house
- Maintain a fire drill once per month, tornado drills yearly, and smoke detectors monthly
- Maintain and participate in campus beautification involving yard work, grass cutting, weeding, shoveling, etc.
- Help maintain the safety and security of staff, clients, and buildings
- Assist Facilities Manager with work orders as needed
- Shop for residential units/halfway houses as needed
- Maintain and organize food donations throughout residential houses
- Order and pick up food and supplies
- Sort food and supplies between all houses and inventory extras
- Assist Sr. Residents and coach with living skills- Cleaning, laundry maintenance
- Arrange and pick up, maintain donations
- Assist in driving company Van for client transportation
- Assist with special projects as required by Executive Management
- Work occasional weekends and evenings as needed

Qualifications/Experience

- Minimum of High School Diploma/GED or 3 years of experience
- Must have general knowledge of Residential operations and maintenance
- Must possess basic computer skills for inventory controls and communication
- Must pass Food Safety Manager Certification
- Current Illinois Driver's License with a clean driving record
- Ability to operate with a high degree of independence, judgment, and confidentiality
- Excellent organization skills
- Good communication skills
- Ability to perform daily tasks with minimal supervision
- Ability to maintain strict confidentiality
- Ability to lift 40 pounds or more