

WEEKEND DUTY MANAGER JOB DESCRIPTION

Hours: Friday 4:00pm - Sunday 9:00pm

Duties:

- Supervision of Residents
 1. Monitoring scheduled activities and meetings in the house
 2. Monitoring sign in/out sheets for residents' outside activities and visitors to the home
 3. Understanding of the house rules and policies. Keeping residents accountable to them
 4. Monitoring residents' Saturday morning deep-cleaning chores including washing of linens
 5. Maintaining household tidiness throughout the weekend by reference to the chore chart
 6. Monitoring the completion of Schedule Sheets and Work Week to-do Sheets due Sunday
- Prepare and cook dinner for residents. Breakfast and lunch are the resident's responsibility
- Fill up the van with gas
- Take the van through the car wash
- Go grocery shopping from the prepared list with a resident volunteer(s)
- Drive residents to church on Sunday mornings (if they do not have their own transportation)
- Drive residents on personal errands
- Plan or suggest inclusive fun activities for the household or individual residents
 - On outings, no resident is left alone in the house
- Supervision of pool area when residents are swimming. Duty Manager is welcome to use pool.
- Complete home projects as requested by Program or House Manager
- Report to House Manager Sunday evening on the state of the home, issues or write-ups
- Attend staff meetings and trainings as required

Time Off – If you need to take time off that will affect the regular schedule, you will have the opportunity to trade the hours or weekend with another duty manager in a direct hour for hour trade. Please notify the House Manager of any staffing changes that are made.

Transportation – The Lamb of God has a 7-passenger van which can be driven by all members of staff who are listed on the insurance policy. The Business Manager will require a copy of your driver's license.

Counseling – Although relationship building is encouraged, the weekend duty manager is asked **not** to give any specific advice or counsel that the professionals associated with the ministry are handling, especially regarding adoption.