

Respite Care Mission Statement: Respite Care, Inc. is a non-profit organization in Larimer County that provides short term, quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.



Respite Care Philosophy: Respite Care believes that a child with special needs is a child first and his or her challenges are secondary. With this mission and philosophy in mind, we strive to create an interactive, stimulating, and safe environment that addresses the emotional, physical, social, and mental needs of each individual child.

<p>Job Title and Description</p> <p>JOB TITLE: House Manager FLSA CLASSIFICATION: Nonexempt EMPLOYMENT STATUS: Regular, Part-Time HOURLY WAGE: \$16- \$20hr, depending on experience WORK HOURS: 12 – 18 hours per week, Monday – Friday, 9am – 12pm, room for flexibility REPORTS TO: Office Manager REVISION DATE: 7/13/2022</p>
<p>Scope of Position</p> <p>The House Manager plays an important role at Respite Care, Inc. because they are responsible for maintaining the facility to a safe and clean environment for our children. The House Manager is integral to keeping the facility disinfected and sanitized which cuts down on illness in the program. They keep the facility looking presentable, clean, and maintained.</p>
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Cleaning classrooms and other assigned areas daily 2. Vacuuming, dusting, sanitizing, and disinfecting surfaces 3. Cleaning windows 4. Collecting and disposing of trash 5. Disinfecting toys and play areas 6. Cleaning restrooms daily and as needed 7. Sweeping and mopping as needed 8. Restocking cleaning and paper supplies 9. Assisting with laundry (starting loads, switching, putting away linens as needed) 10. Replacing lightbulbs and cleaning light covers 11. Managing overall facility upkeep, communicating repair/maintenance needs 12. Other duties as assigned
<p>Working Conditions</p> <ul style="list-style-type: none"> • Ability to communicate professionally with other Program staff • Ability to stoop, kneel, reach, bend at the waist, and lift 50 lbs. • Flexibility to work around Program needs/spaces
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Must meet State of Colorado requirements for background checks 2. Must be a reliable and engaged team member who prioritizes effective communication 3. Must be adaptable, solutions oriented, and have a positive attitude
<p>Hours and Time Off</p> <ul style="list-style-type: none"> • Must be available a minimum of 12 hours per week • Time off must be approved in advance by Office Manager

Equal Opportunity Statement

Respite Care, Inc. provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

At-Will Employment

All employment with Respite Care, Inc. is voluntary and is subject to termination by you or Respite Care, Inc. at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, that Respite Care, Inc. will continue your employment for any set period of time.

Additional Duties

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Activities, duties, and responsibilities may change at any time with or without notice with direction from Respite Care, Inc.

Applicant signature below constitutes applicant's understanding of the requirements and essential function and duties of the position.

Applicant _____ Date _____