Position
Title: Weekend Manager
Reports to: Executive Director
Job Status: Part-time, non-exempt
Date Revised: May 2022

Overview
Caring House provides patients at Duke Cancer Institute with peace of mind by providing affordable housing, a healing environment, and a positive and supportive community.

Caring House
Caring House provides lodging for 18 adult patients receiving long-term cancer treatment at the Duke Cancer Institute. Patients may have one or two caregivers stay with them during the course of their treatment with an average length of stay being 4 weeks. In addition to comfortable accommodations, Caring House also offers a “home away from home” environment for healing. The community that grows among the guests provides a source of support, compassion, acceptance, hope and comfort.

Hours
Weekend Managers work once a month from Friday at 5pm to Sunday at 5pm. They are required to be at the front desk or around the house from Friday 5pm-9pm, Saturday 9am-9pm and Sunday 8am-5pm. Overnight they will sleep in a room on-call if a guest needs assistance. Weekend Managers will also alternate working holidays as scheduled in January of each calendar year.
Responsibilities

1. Register guests, give house tour, check out guests, and maintain registration system accuracy.
2. Unless you are performing other duties about the facility or assisting a guest, please remain stationed at front entrance desk with Operations Manager door closed to the public.
3. In case of death of patient, coordinate with hospital and staff member on call to provide necessary support for guests.
4. Uphold and enforce house rules and policies.
5. Make necessary preparations to secure building before retiring each night.
6. Report need for house repairs to Operations Manager via maintenance request binder.
7. Work with and maintain good relations with volunteers.
8. If you receive a donated item, please fill out a yellow form (on a clip board at the front desk) and place the completed form in the box on the Development Manager’s door.
9. Maintain in strict confidence all conversations and information regarding families.
10. Notify Operations Manager of any accidents, problems or unusual happenings via incident report form.
12. Maintain cleanliness of Caring House during weekend shift (empty kitchen garbage cans, wipe down kitchen counters, empty dishwashers, sweep or vacuum common areas, wipe down laundry room, etc.)
13. Record hours worked daily. If interrupted during 8 hours sleep, please record on time sheet and complete incident report.
14. Clean room 108: Place dirty linens in a clear plastic bag and put in dirty laundry closet, make up the beds with new linens, vacuum, wipe down counters, take out trash, clean bathroom sink, toilet and shower with disinfectant.

NO EMPLOYEE BENEFITS

$285/weekend

Anti-Discrimination Policy and Commitment to Diversity
Caring House is committed to maximizing the diversity of our organization as we want to engage all those who can contribute to our mission.