

CENTER RESIDENTS JOB DESCRIPTION

Center Residents (CR's) live in the Friends Center and instead of paying rent for their lodgings help with the regular maintenance of the facilities. They are expected through their presence in the Friends Center to help create a welcoming atmosphere both for visitors and for Meeting members who often see the Meeting as a second home.

SPECIFIC RESPONSIBILITIES

1. Regular housekeeping chores, such as mopping, vacuuming, dusting, trash collection, etc.
2. Checking at day's end that common rooms and classrooms are not in use, lights are off, and windows and doors are secure closed and locked.
3. Occasional hosting, when facilities are in use by outside groups after regular hours or on weekends. This includes ensuring buildings are properly checked and closed afterward.
4. Ensuring comfort and safety on the grounds, for example by making sure steps, landings, entrance ways, and walking paths are safe and free of snow and debris.
5. Some outdoor maintenance work such as grass mowing, plant watering, placing trash cans on the sidewalk on trash collection days and returning them to their place after trash pickup.

SCHEDULING:

6. The CR job involves, on average, 12 hours a week (hours may fluctuate between 10 and 15 hours as needs arise); it also requires additional hours "on call" as a resident. Due to a fluctuating schedule, this position requires that the Friends Center be this person's primary residence.
7. Generally, each CR is expected to spend the same duty hours every week, but there is some flexibility about when during the week the CR is on duty. The scheduling of the hours is a responsibility of the Facilities Manager. To facilitate this, CR's are expected to keep a personal time log and share it with the Facilities Manager.
8. CR's are entitled to two weeks (24 hours' work equivalent) of vacation per year. The position does not carry holidays, sick or personal time off, given the flexibility of the work days during the week. However, in recognition of the fact that CR's may occasionally be asked to work more than the expected 12 hours per week for various reasons, CR's are allowed to accumulate these extra hours as "FLEX time" and to use them as needed. CR's are encouraged not to collect more than one week (12 hours) of FLEX hours.

DURATION OF APPOINTMENT:

The normal term of a Center Resident's appointment is 2 years, with the possibility of an extension for one additional year. If for any reason a CR wishes to discontinue the appointment before the expected end of their stay, the Trustees would like to be notified as early as possible and in any case at least 60 days in advance.