

HOUSEHOLD MANAGER DUTIES LSJ/GSJ

Responsible for cleanliness and maintenance of all buildings and structures used by Principal and Guests:

LSJ:

- Main Compound
- Guest Cabanas and pool
- 5 Palms
- Tiki Hut
- Flagpole Office and Pool
- Info Center
- Kite House
- Gym
- Sam's Place
- Managers residence
- Dock (Water sports storage)
- Pebble Beach

GSJ

- Main compound
- Swimming pool and pool structure

Directing all household staff, including scheduling and training

Oversee Main Compound landscape crew.

Check and restock all items on provided supply lists

Organizing and running events and parties

Managing designated projects

Errands/shopping

Cooking as requested

Prepare breakfast when JEE in residence

Greeting guests at arrival/departure, Helipad/dock

Help with luggage at arrival/departure

Prepare and serve refreshments as directed

Purchase and arrange flowers prior to arrival

Fill in when housekeepers are busy with other projects

Laundry when needed

Island security duties

Position is Live-in, with housing provided on Island.