

Job Description

LSJ/GSJ Household Manager (HM)

The Household Manager oversees the Main Compound and all outer areas used by JEE on both Little Saint James and Great Saint James.

Areas included:

LSJ: Main Compound, Library, Flagpole Pool, Five Palms, InfoCenter, Tiki Hut, Gym, Kite House, Blue Beach, Pebble Beach and Grotto

GSJ: Main Compound, pool, Tike Bar, Beach Deck

JEE RELATED TASKS:

- Tends to JEE and guests needs. Schedules boat transfers for guests when needed, STT based activities, light clean up after pool visits, towels, etc.
- Cooking and meal preparations as directed, shopping for groceries.
- Personal shopping for JEE and errands as directed
- Maintains JEE personal clothing and toiletries
- Meets and greets JEE and guests at helicopter upon arrival, transports luggage to Main Compound. Reverse procedure upon departure
- Ensures that Jermaine has JEE personal vehicle fueled and detailed the day before arrival

CREW:

- Payroll reporting, Time off, sick days for all island staff (To be discussed, Anna may be involved as well)
- Oversees housekeeping on both islands, keeps cleaning supplies stocked, organizes laundry and supply storage area. HM in charge of housekeeping schedules, coordinates the work during sick, personal and vacation days. HM will also help with housekeeping duties in times with extra high workload if needed.
- Oversees landscaping crew working on Main Compound LSJ/GSJ. Ensures quiet operation when JEE in residence. Scheduling of project timelines, submits purchase bids to Rich Kahn.
- Oversees IT and Audio/Video on Islands. Coordinate with Jermaine for equipment repairs and upgrades. Monitors WIFI and telephone systems are operational. Daily checks that iPads are on charge and in correct location.

MAINTENANCE:

- Oversees maintenance and repairs on all buildings and structures, inside and out. Schedules work with Field Manager, reports updates with photo documentation to JEE
- Daily walk through of all areas of responsibility. Check lights, cleanliness, housekeeping status, A/C settings, report needed repairs, document all repair requests with photo and submit to Field Manager
- Check all areas, inside and out for evidence of bug or pest infestations. Report them to Field Manager
- Maintains and keep Cost U Less stocked as specified.
- Updates and maintains punch list for all areas of responsibility. Enters punch list item in Smart Sheet and confirms priority level, budget and time line with JEE
- Oversees Smiley's work on all 3 pools.
- Keeps patio furniture covered when JEE not in residence, Prepares before each arrival

FINANCE:

- Liaison with business office in Red Hook and Rich Kahn's office for:
Bill Approval, all household spending, marine department, housekeeping and MC landscaping
- Submits estimates for all projects and maintenance work that falls outside the scope of regular ongoing maintenance