



COLLEGE HOUSES Facilities & Operations Coordinator

Updated: February 2023

Formed in 1964, College Houses is a nonprofit organization that provides affordable housing to students at universities and colleges in Austin, Texas. Located in the West Campus neighborhood near the University of Texas campus, College Houses' seven Co-op Houses are home to over 500 members. The organization is managed by a board of directors mainly comprised of members residing in the seven Houses. Members of each House attend weekly meetings and elect officers that manage the daily operations of their House. College Houses fosters community, supports education, and promotes its members' personal development and well-being.

Reports to: Director of Facilities & Operations

Responsible for: The Facilities Coordinator ("Coordinator") works under the supervision of the Director of Facilities & Operations and is responsible for assisting in the oversight and support of the College Houses Facilities & Operations Master Plan. The Coordinator will also work with the Maintenance Coordinators and other Officers at each of the seven houses to ensure the best possible upkeep of the facilities while educating members on how to properly maintain their buildings. Additionally, the Coordinator will assist in training the Maintenance Coordinators at the seven houses and will be the primary support for work crews during summer sessions.

Facilities Duties (60.0% - 70.0% of Coordinator's Time):

A. Maintenance Programs and Coordination

- Primary resource for house repairs including repairing bathroom components and doing minor electrical and carpentry work.
- Available as an on-call after hours contact for emergencies at all houses. This duty should be shared primarily between the two Coordinators.
- Assist as required during inspections, repairs or walk-through of all houses.
- Assists the Director of Facilities & Operations and Officers at all houses with implementation of a comprehensive preventative maintenance program.
- Maintains log of work performed at all of the houses in order to support efficient operations and effective use of resources.
- Assists in creation of an annual work plan for the Facilities, for Maintenance Coordinators and other Officers at all of the houses.
- Implements projects assigned by the College Houses management.
- Assists the Director of Facilities & Operations in maintaining contact with contractors.
- Assists in requesting bids from vendors.
- Assists in maintaining maintenance records of projects, repairs, and costs.
- Work with Director of Facilities & Operations on short-term building and room maintenance projects.
- Work with Director of Facilities & Operations to meet fire safety standards at all seven houses.

- Responsible for general oversight of maintenance programs at all of the houses to include monitoring of maintenance expenses and equipment.
- Do repairs that can be performed by our Facilities & Operations staff.
- Maintain maintenance records of projects, repairs and costs.
- Coordinate and oversee Facilities priorities related to end of semester check-out.
- Coordinate summer work crew programs and interim work crew programs.

B. House Operations

- Coordinate with Officers, including Maintenance Coordinators, at all of the houses to assist and teach them how to perform work that is necessary to keep all of the houses operating.
- Teach co-op members the skills necessary to perform current tasks and projects
- Oversee the equipping, training, and supervising of member work crews.
- Coordinate end of semester room, bathroom, and restorative cleaning.

C. Member Education

- Coordinates with Officers at all of the houses to assist and teach co-op members, including the Maintenance Coordinator, how to perform many of the duties necessary to keep all of the houses operating.
- Oversee the equipping, training, and supervising of co-op members work crews.
- Develop and update maintenance training manuals for all of the houses.

D. Logistics & Special Projects

- Coordinate logistical requirements for special events.
- Perform research and special assignments on an as needed basis for the Executive Director, all seven houses and the Board of Directors.

E. General

- Maintain a welcoming and professional atmosphere for applicants, members, staff, etc.
- Treat everyone in a professional, respectful, and friendly manner
- Work as part of a team of professionals supporting co-op members and facilitating the success of the organization
- Other duties as assigned

Operations Duties (30.0% - 40.0% of Coordinator's Time):

A. Operations at the Seven Houses

- Assist with Operations responsibilities at each of the seven houses.
- Develop and update maintenance training manuals for all seven houses.
- Monitor and oversee general operations for cleanliness and health code requirements.
- Train and assist Menu Planners and Food Buyers on meal service and food safety.

- Evaluate kitchen equipment for replacement.
- Coordinate Food Handlers training (required) for members that will be preparing meals.
- Ensure that all seven houses are effectively managing and reducing waste.
- Coordinate waste management & recycling efforts at all seven houses and provide training.
- Monitor labor operations at all seven houses for efficiency and effectiveness.
- Provide feedback and guidance to Labor Coordinators at all seven houses, as needed.
- Coordinate inspections at all seven houses each semester and provide co-op members with timely written feedback.

Application Process

Please submit your resume, cover letter, and three professional references to the Executive Director:
jobs@collegehouses.org