



Lodge Manager-Procedure

DUTIES AND RESPONSIBILITIES

The Lodge Manager's specific duties and responsibilities are outlined below. While some duties may be delegated to other staff, the overall responsibility for all aspects of the lodge's operation is the Lodge Manager's.

1. Students

The Lodge Manager shall:

- a) be responsible for immediate supervision of all students,
- b) assists in student selection and dismissal with the Director/Principal
- c) be responsible for activities conducted by the student organizations of the school, provided that such activities are sponsored by the school staff and the Director/Principal,
- d) discuss with the Director/Principal on how best to deal with any student concerns that require immediate attention,
- e) consults with Lodge Counsellors regarding student meetings
- f) call parents to update on student behavior while on campus
- g) ensure that daily chores and work duty(restitution) are completed.

2. Staff

The Lodge Manager shall:

- a) supervise and direct all staff,
- b) ensure all policies and procedures are followed,
- c) ensure evaluations are completed on the performance of each member of his/her staff and forward to Human Resources for filing
- d) hold regular staff meetings for the purpose of discussing educational and administrative matters,
- e) responsible for bi-weekly scheduling for staff shifts.

3. Risk Management

The Lodge Manager shall:

- a) keep Director/Principal fully advised as to the conditions and needs of the Lodge building and property should conditions become urgent,

- b) be responsible for taking all reasonable precautions to safeguard the health and general well-being of the staff and students in the lodge,
- c) inspect, either personally or through delegation, lodge buildings and grounds to see that they are free from hazards which might cause accidents and notify the appropriate delegates of any conditions which need to be remedied,
- d) ensure that legislation and regulations with respect to fire prevention and safety are complied with and that all personnel are familiar with instructions related to fire alarms, fire drills and fire extinguishers, and ensure First Aid kits are provided,
- e) ensure compliance with *The Workplace Safety and Health Act*, Southeast policy and the requirements outlined in the "Southeast College Workplace Safety and Health Program" manual.

4. Planning Requirements

The Lodge Manager shall:

- a) assist Director/Principal and Finance Administrator in the creation of the fiscal year's budget as it pertains to the Lodge,
- b) order medical and office supplies for lodge
- c) communication with Finance Administrator on upcoming financial needs
- d) review and test the established emergency response plan for the lodge and review the fire safety and Bi-Law codes and plan annually,
- e) ensure SEC vehicle's are properly maintained, and meet regulations as set by Transportation Canada

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