



Last Chance House Chief Resident Duties

The Chief Resident is Responsible for the everyday chores of 'Last Chance House'.

1. Sets the assignment of chores for the week.
2. Checks all supplies.
3. Makes sure all coffee supplies are filled (coffee dispensers, sugar & creamers, coffee cups, etc.)
4. Pantry and storage cabinets (coffee cups, paper towels, napkins, plates, etc.)
5. Bathrooms: At least 4 rolls of toilet paper in each. Fill paper towel dispensers. At least 12 bars of soap in bath cabinet. Fill hand soap dispensers. Kleenex. Deodorizer spray. Toilet bowl blocks. Make sure bath and hand towels are properly hung.
6. House Laundry: Friday evening, after chores are completed, wash kitchen towels, bath and hand towels. Saturday morning, launder all bedding (sheets and pillow cases) and spray mattresses with disinfectant spray.
7. Chair resident meeting 8:00 AM Saturday morning.
8. Saturday morning, do house supply inventory.