

# Center Resident Job Description

*Updated June 2026 by Dee Moore, Facilities Manager, subject to be changed*

## About the Role

Center Residents (CR's) are individuals who receive housing in the Friends Center in exchange for 15 hours, on average, a week of helping with the regular maintenance of the facilities. They are expected through their presence in the Friends Center to help create a welcoming atmosphere both for visitors and for Meeting members who often see the Meeting as a second home. Center Residents are supervised by the Facilities Manager.

There are currently two Center Residents who will be staying on and one cat in the shared space. We cannot accommodate couples or any more cats or dogs.

## Responsibilities

- Regular housekeeping chores, such as mopping, vacuuming, dusting, trash collection, etc.
- Checking at day's end that common rooms and classrooms are not in use, lights are off, and windows and doors are securely closed and locked.
- Hosting, when facilities are in use by outside groups after regular hours or on weekends. This includes ensuring buildings are properly checked and closed afterward.
- Ensuring comfort and safety on the grounds, for example by making sure steps, landings, entrance ways, and walking paths are safe and free of snow and debris.
- Outdoor maintenance work such as grass mowing, snow removal, plant watering, managing the trash collection schedule (putting bins out and bringing them back in), etc.

## Schedule

- Somewhat flexible schedule averaging at around 15 hours a week made up of desk hosting, cleaning, and maintenance tasks
- Weekly hours may fluctuate based on the weekend cleaning schedule with "off weeks" being lighter in hours than "on weeks."
- Must be available for one weekday evening (5:30-10:30PM) required (Monday, Tuesday, or Thursday) weekly
- Must be available for one Saturday afternoon and evening (1-10PM) every three weeks in a rotating schedule
- Attend one to two social functions with the Meeting a month (a Simple Lunch, potluck, or event)
- On call hours as needed

Requests for personal days will be considered as they arise. The position does not designate specific holidays, sick or personal time off, given the flexibility of the work days during the week. It does provide two weeks equivalent of vacation to be arranged with the Facilities Manager. This vacation needs to be used and does not earn any monetary credit.

## Requirements

- Ability to Walk, Move, Traverse – The person in this position needs to move about inside and outside the facility to fulfill hosting and cleaning responsibilities.

- Climb, Ascend/Descend – This position requires frequent ascending/descending of stairs.
- Stoop, Kneel, Crouch – Cleaning and grounds maintenance responsibilities require frequently positioning oneself, including cleaning difficult to reach areas and yard work.
- Talk/Hear – The position requires frequent communication with the public to answer questions, direct individuals to a location, and accurately convey facility policies. Must be able to exchange accurate information in these situations.
- Lift, Move, Transport – Must be able to move up to 50 pounds around the facility, including moving tables, chairs, and cleaning equipment. Seasonally, the position requires the ability to do yard work and snow removal.
- Exposure – The position requires frequent exposure to outdoor weather conditions, including heat, humidity and freezing temperatures.

### Duration of Appointment

The normal term of a Center Resident's service is 2 years consisting of two one-year appointments. Depending on circumstances an additional appointment to a third year is a possibility. If for any reason a CR wishes to discontinue the appointment before the expected end of their stay, the Trustees would like to be notified as early as possible and in any case at least 45 days in advance.

### Compensation

The compensation for this role is a private bedroom on the third floor with a shared bathroom and kitchenette, all utilities paid, and laundry available in the basement. Center Residents are additionally given three free rentals of the facilities for events or gatherings per calendar year.

Parking is not included; however, Cambridge residents may apply for a city permit to park on surrounding streets. For more information, [visit the Cambridge city website here](#).

### Background Checks

Because this position includes living on site with a child care facility, our First Day School classrooms, final candidates will be asked for a background check to be run. CORIs will be assessed for relevance and risk, not arbitrarily used as a blanket assessment. If you have any questions or concerns, please reach out to Dee Moore at [facilities@fmcquaker.org](mailto:facilities@fmcquaker.org).

### Accountability & Process

The Meeting acknowledges that having housing tied to job performance is a weighty power dynamic and we will move faithfully towards making sure all needs are met as best as we are able. If for some reason a Center Resident is not meeting the expectations laid out, the Facilities Manager and/or Trustees Representative will have check-ins about what is going on, barriers to the work getting done or accommodations needed, and the timeframe for expected behavior shifts. If a Center Resident continues to be unable to meet the expectations laid out after accommodations and support is offered, they may be asked to leave their residency early with at least 45 days notice.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**