

Harris House Manager - Scorecard

• Child Care

- **Outcome:** End of each day Stacy is happy, energized and the kids are exhausted from having so much fun and learning so many valuable lessons.
- **Details:**
 - You take primary care of the kids from 1130a until 530p Monday thru Friday to give Stacy free time to run errands, get things done and have a mental break.
 - As needed you take the kids to school and to appointments
 - You take the kids on adventures to do fun stuff
 - You involve the kids in chores like washing the car and picking up the house
 - The kids love you and you get along great. You are a calming presence when things get crazy
 - You instill our family values through every interaction with our kids
 - You make Hucks lunches for school the day before and prep his school items
 - Line up sitters to watch the kids for special events (when you aren't available - nights/ weekends and such)

• Daily Home Management

- **Outcome:** End of each day the house is clean, organized and looks like a neat freak lives here.
- **Details:**
 - Wash, load and unload all dishes by end of each day
 - Dry mop / Sweep the floor and clean all counters at the end of each day
 - You make any package returns as needed (Amazon returns etc.)
 - Pickup all kids toys and leave laundry, outside, living, kitchen and boys room in 'guest ready' condition at end of each day
 - You handle any small 1 off errands and tasks needed (taking car to get cleaned, cleaning the car, running a load of trash etc.)
 - You Wash, fold and put away clothes each day
 - You unpack bags and clean the cars after trips
 - You wash and clean the cars every week or two

• Food Shopping, Meal Planning and Prep

- **Outcome:** End of each week day we've eaten 3 awesome meals, had great snacks and stayed perfectly within our nutritional goals without burning any mental energy.
- **Details:**
 - Working with Bryan and Stacey's personal trainer to put together a meal plan to achieve their nutritional goals (each meal and snack hits their macro goals - and you track that daily consumption)
 - Buy all groceries on a weekly basis (Shipt or in person)
 - Prep healthy snacks for us and the kids to eat throughout the day
 - Collect feedback on what we like and don't like. Stop making stuff we don't. Experiment. Make more of what we like.
 - Plan breakfast and lunch for Bryan, Stacy, Huck and Jonah (and huck when he goes to school)
 - Prepare meals for the evening (either ready to cook or completely prepared)
 - Work with Bryan to organize lunches for Bryan and work guests that come each week

• Manage Home Vendors

- **Outcome:** End of each week the house is in awesome working order with all house projects being actively addressed and progressing on their expected timeline
- **Details:**
 - Cleaning Team: You supervise the cleaning crew that comes every other week.
 - Home Improvement Projects: As repairs are needed, we rely on you to research new vendors (contractor, handyman, painter etc.) schedule them and supervise their work.
 - As you see needs around the house you proactively bring them up to us with specific suggestions and recommendations for solutions (ex: if you notice the outside the house is dirty you find 3 house cleaning vendors and make a specific suggestion to us of who to hire and a regular schedule to put them on)
 - Line up sitters to watch the kids (when you aren't available - nights/ weekends and such) and create SOPs so their work is consistent and follows our best practices