

Summer Housing and Conferences Team- Position Description

POSITION: Temporary/Summer

WAGE: \$14.75/hr

HOURS: Up to 5 hours a week **June 1-June 11** for scheduled training and program preparation;
32-40 hours per week, beginning **June 14-September 11**; scheduled hours will vary weekly

- This position may include some evening and weekend hours based on University Housing and Residence Life and Summer Housing and Conferences needs.
- Required availability for work shifts: **June 14-June 27**; **August 23 -September 17**. Additional hours available for employees who can work through **September 24**.

Summer Housing and Conferences

- Maintain a professional attitude and spirit of teamwork
- Attend and participate in all training and preparation meetings
- Wear staff shirt, name tag, closed toe shoes, and PPE while working
- Attend daily check-in meetings with supervisor and teammates on days when scheduled to work
- Participate in preparation for opening at the beginning of the summer and shut down at the end of summer
- Manage the Summer Housing and Conferences Desk during assigned shifts
- Maintain daily communication with supervisor and teammates
- Answering phones and preparing keys for guests
- Assisting with conference guests who are locked out of their rooms.
- Providing toilet paper, linens, or trash bags to summer conference guests
- Providing and enforcing the use of masks to conference guests
- Pick up, Drop off, and Organize linens into packages for easy distribution to guest rooms
- Make sure storage and staging rooms are organized and secure
- Replace burnt out light bulbs in rooms and batteries in smoke detectors
- Move and arrange furniture and turn mattresses, when necessary
- Assist with checking occupancy and verifying that rooms have been vacated
- Report and return lost items to the SHC desk or UHRL Main Office
- Report damage, theft, and found items to supervisors
- Report requests for maintenance work
- Remove trash and unwanted items from hallways and areas around buildings
- Check personal university email daily for work schedules and program updates
- Monitor building security and safety by performing such tasks as ensuring doors are not propped open or unlocked after operating hours
- Notify supervisor of needed supplies and equipment
- Track all hours worked in staff binder and through online submission
- Complete other duties as assigned

Department Projects

- Complete projects as assigned under the direction of University Housing Professional Staff
- Performing basic filing, data entry, word processing duties, and package processing
- Performing high security operations involving keys, with a strong attention to detail
- Using a computer program/database to track and provide information
- Run errands such as retrieval of supplies from various locations around campus
- Complete other duties as assigned

Qualifications

- Positive Attitude
- Ability to interact with people of diverse ages and backgrounds
- Self-motivated, accountable, ability to take initiative, work independently
- Attention to detail, organized
- Must be able to lift up to 60 lbs. and work at a moderate pace
- Be able to work including standing, walking, and lifting position for long shift
- Must have effective communication skills

Preferred Qualifications

- Can work full time from June- September