**Title:** Front Desk Staff Member 2015 (FD)

**Reporting Line:** Front Desk Members report directly to the Summer Housing Coordinators

**Hours/Week:** Part Time 2-3 Shifts/week

**Date Range:** May 12, 2015 – August 10, 2015

**Front Desk Staff Job Responsibilities:**
Front Desk Staff Members are responsible for maintaining a hospitable, positive, and visible presence in the halls while they are on duty. They are also responsible to assist the Summer Housing Coordinators with the check-in and check-out of various groups. Front Desk Staff Members are responsible to keep their work area clean and presentable.

**Front Desk Staff Job Duties:**
- Maintain bulletin boards in all lounge areas; this includes but is not limited to the placement and removal of all flyers involved with groups on campus.
- Nightly reports should be logged in Blogger each duty night.
  - Should include what is going on with you, your area, issues that have arisen, and questions.
- Remain on Duty from 7PM until 7AM.
  - Front desk coverage is Sunday through Saturday from 7PM until 1AM.
  - Required to be on duty even if the building is empty.
  - Check in for duty by 7 pm at the Welcome Center.
  - Post signs indicating who is on duty each night.
    - Summer template is to be used for all signage.
    - Room phones need to be activated and number posted on signage.
  - Conduct at least one round per night of the building.
    - Some buildings may require more frequent rounds.
  - Binders are to be returned to the Welcome Center by 12PM the day after duty.
  - Will be required to work daytime shifts during the week and Saturday and Sundays for conference/camp check-in and check-out periods. These shifts will not exceed 4 hours.
  - All issues needing attention should be called into the appropriate parties.
  - Check duty schedule on schedulefly.com on a regular basis.
    - Sign up for required shifts in a timely manner
    - Request shift swaps
    - Respond to any notices/questions
- Attend Bi-weekly meetings that will be held with Conference and/or Camp Coordinator(s).
- Attend one-on-one meetings each month with the Operations RD.

**Transition Dates:**
- Transition 1 and Reunion Weekend: 5/12 – 5/31
- Transition 2: 6/20
- Transition 3: 8/10
- Position Ends: 8/10