Staff Position Description

**Title:** Prep Crew Member 2016 (PC)

**Reporting Line:** Prep Crew reports directly to the Prep Crew Coordinators

**Hours/Week:** Full-Time 29 hours/week

**Date Range:** May 9, 2016 – August 26, 2016

**About Boston College and the Office of Residential Life**

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees.

**Prep Crew Job Responsibilities:**

Support the Prep Crew Coordinators in the daily operations of Summer Housing. This position works directly with 10-15 team members. They will be responsible for setting up and breaking down rooms that summer clients have utilized.

**Prep Crew Job Duties:**

- Prepare all guest rooms in a timely and organized manner.
- Conduct room inspections prior to guest arrival to ensure quality.
- Occasionally assist Welcome Center Coordinator with light cleaning sweeps (i.e. taking out trash, wiping down counters) for Guest House rooms.
- Perform lounge checks on a regular basis to ensure clean and comfortable spaces for guests.
- Create and maintain bulletin boards in all conference/camp buildings.
- Assist Welcome Center Coordinator in key checks throughout buildings previously occupied.
- Occasionally serve as a bell-hop.
- Occasionally assist Camp & Conference Coordinators with large weekend check-ins. Time will be compensated.
- Occasionally, during prep crew down time, assist Welcome Center Coordinator and Welcome Center Staff with key/combo preparation.
- Receive and document all supply deliveries including the linens.
- Submit inventory reports on bi-weekly basis.
- Manage Summer Housing storage spaces on campus.
- Prep Crew Operations Suite is to be cleaned each morning at 9:00 am and to be completed before the PC Coordinators are out of the morning staff meeting.
- One-on-one meetings each month with the Operations RD.
- Other duties as assigned.

**Prep Crew Standard Hours:**
Monday through Friday from 9:00 AM – 5:00 PM, however, this job does have flexible part-time hours during slow days.
- Lunches are unpaid, and vary between 30 minutes and 1 hour.
- Receive 7 days unpaid Vacation Time to be submitted before June 7, 2015. No more than 2 staff members off at the same time.
- Some days will require early starts, and late finishes.
- Attend daily meetings with Prep Crew Coordinators each morning.
- During slow periods staff may be released early without pay.
- **Absolutely no overtime is allowed in this position.**

**Transition Dates:**
- Transition 1 and Reunion Weekend: 5/17/16 – 6/5/16
- Transition 2: 6/24/16
- Move to Fall Placements: 8/17/16