Title: Prep Crew Coordinator 2016 (PC)

Reporting Line: Prep Crew Coordinator reports directly to the Welcome Center & Operations Resident Director

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 Coordinator Responsibilities:
The Prep Crew Coordinator is an extremely pivotal role of summer operations, they work in collaboration with every coordinator to prepare residence halls for guest that will be arriving. They are responsible for managing a team of individuals and accomplishing tasks within tight timeframes.

Prep Crew Coordinator Duties:
- Manage the prep crew, requiring:
  - Delegation
  - Motivation
  - Efficiency
  - Timeliness
  - Conflict resolution
  - Quality control
• Teamwork
• Manage the prep truck
  • Inventory
  • Cleaning
  • Parking
• Work closely with the RD of Operations and the Staff Assistant Summer Housing Assistant.
• Prepare all guest rooms in a timely and organized manner.
• Conduct room inspections prior to guest arrival to ensure quality.
• Occasionally assist Guest House 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.
• Occasionally serve as bellhops for guests.
• Receive and document all supply deliveries including the linens.
• Submit inventory reports on bi-weekly basis.
• Manage storage spaces on campus.
• Clean Prep Crew Operations Suite each morning at 9:00 am; must be completed before the PC Coordinators are out of the morning staff meeting.
• Update and maintain Prep Crew Coordinator Binders.
• Other duties as assigned.

Prep Crew Coordinator Standard Hours:
• Monday through Friday from 9:00 AM – 5:00 PM.
  • Lunches are unpaid, and vary between 30 minutes and 1 hour.
  • Attend Coordinator meetings each morning.
  • Receive 7 days unpaid Vacation Time to be submitted before June 7, 2016. No more than 2 staff members off at the same time.
  • Absolutely no overtime is allotted 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