



BOSTON COLLEGE

Division of Student Affairs

OFFICE OF RESIDENTIAL LIFE

Prep Crew Position Description

Title:	Prep Crew - ~12 positions
Reporting To:	Welcome Center and Prep Crew Resident Director and Prep Crew Coordinators
Hours/Week:	Full-Time: 29 hours/week
Compensation:	\$12.75/hour ; bedspace within air-conditioned apartment with a direct roommate (for majority of summer)
Date Range:	May 13, 2020 – August 19, 2020

Prep Crew Position Overview:

The Prep Crew works to prepare residence halls for guests that will be arriving. They are responsible for making beds and placing toiletries in rooms for camp and conference guests coming to campus over the summer. The Prep Crew also assists with organizing the linen inventory. During slow times, the Prep Crew may assist with administrative functions needed to prepare housing for guests or assist Facilities Staff with room inspections to prepare for the academic year students..

Prep Crew Responsibilities:

- Attend Prep Crew meetings each morning to discuss and divide daily tasks with coordinators
- Prepare all guest rooms in a timely and organized manner by making beds/placing linens and toiletries as needed based on incoming groups
- Conduct room inspections prior to guest arrival to ensure quality
- Assist with putting up bulletin boards in on-campus housing
- Occasionally serve as bellhops for guests as they arrive at their stay on-campus
- Assist with receipt of clean linen delivery and dirty linen pick-up
- During summer downtime, assist welcome center coordinators with key checks of vacant rooms and key packet preparations; camps/conference coordinators with paid weekend check-in/check-out shifts.
- Assist BC Facilities Staff with room inspections to prepare spaces for academic year housing
- Attend scheduled 1:1's with Summer Housing & Transitions Assistant throughout the summer
- Other duties as assigned

Prep Crew Standard Hours:

- Monday - Thursday 9:00am – 4:00pm; Friday 9:00am - 3:00pm
- Lunches are 1 hour in length and are unpaid
- Receive 8 days unpaid Vacation Time (to be submitted before June 15, 2020)

About Summer Housing and the Office of Residential Life at Boston College

Summer Housing & Operations in the Office of Residential Life at Boston College provides housing accommodations for ~12,000 guests staying within our residence halls throughout the months of May-August. Guests include camps, conferences, internship housing, and student housing. We hire ~125 student employees to assist with the efficiency of day-to-day operations through customer service, room preparation, facilities preparation, room bookings, check-in/out, room access, and finances. By collaborating with Facilities, Trades staff, and Event Management, we are able to provide a welcoming and caring experience for those visiting campus.

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.