Summer Facilities Crew Role Description

**Title:** Summer Facilities Crew

**Reporting To:** Residential Life Facilities Supervisors

**Hours/Week:** Up to 29 hours/week

**Compensation:** $15.75/hour; bedspace within air-conditioned apartment with a direct roommate (for majority of summer)

**Dates of Employment:** Sunday, May 14th, 2023 - Saturday, August 26th, 2023 (summer housing available until Sunday, August 13th. If you have an assignment on campus during the Fall semester, you will be able to move into your Fall room by August 14, 2023)

**Position Overview:**
The Office of Residential Life strives to create a safe and welcoming environment for all students by engaging our residents on topics related to diversity and inclusion, faith and spirituality, responsible social activities, and academics.

The Facilities Crew is responsible for the maintenance of all furniture in the residence halls throughout the summer months and up to Fall opening. Three Residential Life Facilities Supervisors oversee the day to day operation and are supported by the crew, all working closely to support and meet our transitions and summer housing programs occupancy timelines. Many of the projects throughout the summer are time-sensitive. The job involves a room by room inventory, inspection, and supervisor determined replacement of furniture in all student living spaces and common area lounges within all residence halls. In addition to replacement, the team will accept large furniture deliveries to be distributed from central warehouse and store rooms to the residence halls.

As a member of the Residential Life team, you are expected to uphold high standards of personal and professional conduct. Student positions in Residential Life might require administrative or physical work depending on the role, but all staff members are expected to deliver a high level of customer service to students, families, university staff, and community members at all times while performing their role.

In the course of this role, you may become aware of private information about a student or departmental process. It is expected that you will maintain the privacy of all information you learn in the course of your role, both online and when communicating with others in or out of the office in addition to agreeing to the terms of the Student Leader Confidentiality Agreement.
Responsibilities:
While you may be assigned additional or one-time tasks in a given week, below is a list of some of the more common tasks you may perform. These include, but are not limited to, the following:

- Accept furniture deliveries at central warehouse and store rooms
- Move furniture in and out of residence halls as directed by supervisors
- Assist with moving our professional staff members to temporary or new housing assignments
- Assist with facilities room checks and damages to prepare for academic year housing
- Attend required staff meetings and 1:1 meetings with supervisor
- Other duties as assigned

Important Dates or Hours/Opportunities for Additional Hours:
Specific responsibilities may vary from week to week depending on events of processes occurring in the department but the following dates or times are particularly busy times for our office or this role and you will be expected to be available:

- All-Staff Orientation: Friday, April 28th 2023; 4:00PM-6:00PM
- Facilities Crew Training: TBD
- Spring Closing: Tuesday, May 16th, 2023
- Senior Week: Wednesday, May 17th, 2023 - Sunday, May 21st, 2023
- Commencement Closing: Monday, May 22nd, 2023
- Spring to Summer Housing Transition: Friday, May 26th, 2023
- Reunion Weekend: Friday, June 2nd, 2023-Sunday, June 4th, 2023
- Summer Session 1-2 Transition: TBD
- Summer to Fall Housing Transition: Sunday, August 13th, 2023
- Fall Early Arrival: Saturday, August 19th-Thursday, August 23th, 2023
- Fall Opening: Friday, August 24th, 2023-Sunday, August 27th, 2023

Requirements
Specific responsibilities may vary from week to week depending on events of processes occurring in the department.

- Must be able to understand, remember and follow through consistently with directions from the Facilities Supervisors and Facilities Crew Coordinators
- Must have the ability to work well with others in a fast-paced environment
- Safety is critical and most important; you will need to comprehend and demonstrate proper use of hand and power tools and proper lifting techniques with the ability to safely lift 50 pounds
  - Experience is preferred; safety training will be demonstrated and provided as needed
- Commitment to abide by and enforce all policies set forth in the Conditions for Residency and Student Code of Conduct at all times, as well as any applicable Boston College policy
- Ability to adhere to the Student Confidentiality Agreement and safeguard confidential and sensitive Boston College information and data
- Positive actions and attitudes that will reflect positively on Boston College both during and outside regular work shifts
• Adherence to dress code which includes the Boston College summer housing shirt that will be provided
• Availability to work extra shifts during the last week in May and first weekend in June for Reunion Weekend
• Excellent verbal and written communication skills
• Excellent time management skills
• Must be a current Boston College student at time of hire.
• Must possess positive customer service skills and a positive attitude to succeed in this role

**BC Student Employee Hour Policy**
In accordance with university policy, during the summer employment term students may work 30 or more hours per week (to a maximum of 40 hours per week), but **may not** work more than 12 weeks of the summer employment period working these hours as a student employee of Boston College, even if working more than one job for BC. Students may only work more than 12 weeks of the 14-week summer employment period if they average no more than 29 hours per week throughout the summer. **Due to the requirements of the Summer Facilities Crew position, students will not be able to work more than 29 hours per week across all BC jobs during the summer employment period.**

• The crew will be divided into two shifts each week:
  ○ **Shift 1**: Monday, Tuesday, Wednesday 7:30AM to 4:00 PM, Thursday ½ day 7:30 AM to Noon
  ○ **Shift 2**: Wednesday, Thursday, Friday, 7:30 AM to 4:00 PM, Saturday ½ day 7:30 AM to Noon
• Start and end times may be adjusted due to excessive heat, early deliveries, or occupancy changes
• 30-minute unpaid lunches and a 15-minute break in the morning and the afternoon
• Receive 5 unpaid vacation days
  ○ Must submit expected vacation time at least three weeks in advance and receive written approval from supervisor
  ○ No more than two staff members will be off at the same time
  ○ No requests will be granted during May residence hall closing or during August residence hall opening