Summer Staff Position Description

Title: Facilities Crew 2018 (FC)
Reporting To: Facilities Crew Coordinator
Hours/Week: Full-Time: 29 hours/week
Date Range: May 16, 2018 – August 27, 2018

About Summer Housing, the Office of Residential Life, and 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 the 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.

Facilities Crew Overview:
The Summer Facilities Crew is responsible for the upkeep and maintenance of the residence halls throughout the summer months. They will be working closely with a team of 25 - 40 students, and must be able to work in a team atmosphere. The Facilities Crew should have strong communication with their coworkers as many of their projects are time sensitive.

Facilities Crew Responsibilities:
● Must be able to take direction from the Facilities Supervisors and two Summer Facilities Coordinators.
● Must have the ability to work well with others in a fast paced environment.
● Use of power drills and hand tools is a requirement. Experience is preferred however, safe training will be demonstrated.
● Safety is imperative; training will be given to demonstrate proper lifting techniques.
● Must have the ability to safely lift 50 pounds.
● Based on job experience and qualifications we will select two Coordinators during the first two weeks of employment.
● Other duties as assigned.

Facilities Crew Standard Hours:
● Monday through Friday 7:30 AM to 4:00 PM. This is a 29 hour a week position.
● Start and end times may be adjusted, due to excessive heat.
● Lunches are unpaid, and are for 30 minutes.
● Two 15 minute breaks, one in the morning and one in the afternoon.
● Absolutely no overtime is allowed in this position.
● One week unpaid vacation requests must be submitted two weeks prior. No more than two staff members will be off at the same time. No requests will be granted during May closing or during opening.