



## Prep Crew Coordinator Position Description

<b>Title:</b>	Prep Crew Coordinator - 2 positions
<b>Reporting To:</b>	Summer Housing & Transitions Assistant
<b>Hours/Week:</b>	Full-Time: 29 hours/week
<b>Compensation:</b>	\$13.50/hour ; Single occupancy bedroom in air-conditioned apartment with suite/apartment mates (for majority of summer)
<b>Date Range:</b>	May 15, 2019 – August 18, 2019

### **Prep Crew Coordinator Position Overview:**

The Prep Crew Coordinator works in collaboration with every coordinator to prepare residence halls for guests that will be arriving. They are responsible for managing a team of individuals who will make beds and place toiletries in rooms for camp and conference guests coming to campus over the summer. The Prep Crew Coordinator also assists with keeping the linen inventory organized. The Prep Crew Coordinator supervises the Prep Crew and works together in accomplishing these tasks within tight timeframes.

### **Prep Crew Coordinator Responsibilities:**

- Attend coordinator and professional staff meetings Monday-Friday mornings for an overview of projects and tasks within the summer operation group
- Supervise the Prep Crew in their work of preparing bed spaces and working with linens
- Manage the prep crew truck including cleaning, inventory inside, and parking
- Prepare all guest rooms with linens and toiletries in a timely and organized manner
- 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 coordination of clean linen delivery and dirty linen pick-up
- Submit linen inventory reports on a weekly basis
- Attended regularly scheduled 1:1's with supervisor
- Learn and utilize pertinent software which includes StarRez, FileMaker, ScheduleFly, and Blogger to ensure accurate records of guests

### **Prep Crew Coordinator Standard Hours:**

- Monday through Friday, from 9:00 am – 4:00 pm (3:00 pm on Fridays)
- Lunches are 1 hour in length and are unpaid
- Receive 7 days unpaid Vacation Time (to be submitted before June 14, 2019)
- **No overtime is allotted in this position**

### **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.