SUMMER GUEST HOUSING
POSITION DESCRIPTIONS

Furniture Service Team Member (Summer)

A Furniture Service Team Member is considered a full-time (approximately 40 hours per week, and may include weekends). The main responsibilities of this position are: ensuring all residence hall rooms are ready for academic-year, maintaining organized furniture storage spaces for the University, and handling requests for movable furniture into and out of the dorms. Furniture Service Team Members interact with all Residence Life staff members, as well as a wide variety of clientele and must show a willingness to provide for the needs and expectations of all parties.

Specific Duties & Responsibilities

Training & Development

- Attend ALL training sessions.

Operations

- Assist with the opening and closing of residence halls.
- Participation in all staff training and meetings.
- Maintaining Residence Life storage inventory.
- Work closely with Residence Life staff (including Summer Guest Housing) to ensure all needs are met in an orderly fashion and timely manner.
- Attend one-on-one meetings with the Furniture Service Team Supervisor.
- Uphold all University, Residence Life, and Summer Guest Housing policies.
- Perform additional duties as requested by the Furniture Service Team Supervisor, the Summer Operations Manager, Summer Residence Hall Director and/or the Manager of Summer Housing & Marketing Publications.

Requirements:
This position requires: manual labor (particularly moving furniture), a valid driver's license, the ability to carry fifty pounds, professionalism, customer service skills, initiative, adaptability, independent judgment, excellent communication skills, the ability to work as a team member, and an ability to work under pressure while maintaining a high level of cordiality.

Supervision and Expectations:
The Furniture Service Team reports directly to the Furniture Service Team Supervisor. Employment as a Furniture Service Team Member is to be your first priority. The Furniture Service Team Supervisor, Operations Manager, AND the Manager of Summer Housing & Marketing Publications must approve any other jobs you plan to take.