

# **SUMMER GUEST HOUSING**

## **POSITION DESCRIPTIONS**

### **Linen Team Member**

A Linen Team Member is considered full-time (approximately 40 hours per week, and may include weekends), live-in position. The main responsibility of this position is the delivery of linen to the pick-up and drop-off linen locations. Linen Team Members interact with all Summer Guest Housing 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 and Responsibilities:**

#### **Training & Development**

- Attend ALL mandatory training sessions (Spring and Summer).
- Attend Summer Guest Housing Outings and Hall Gatherings.

#### **Operations**

- Assist with the opening and closing of residence halls.
- Attend ALL training sessions (Spring and Summer).
- Participation in all staff training and meetings.
- Maintaining linen inventory.
- Work closely with Assistants for Hospitality & Special Projects, Facilities Team Leaders, and Guest Hosts to ensure linen is picked up and dropped off to the appropriate locations in an orderly fashion and timely manner.
- Coordinating use of van with Linen Team Coordinator, Assistants for Hospitality & Special Projects and Work Crew.
- Attend one-on-one meetings with the Linen Team Coordinator.
- Complete formal mid-summer self-appraisal.
- Complete end-of-summer Summer Guest Housing Staff Survey.
- Perform additional duties as requested by the Linen Team Coordinator, the Operations Manager, Summer Residence Hall Director and/or the Manager of Summer Housing & Marketing Publications.

### **Requirements:**

This position requires: manual labor (particularly moving linens), 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. There may be situations when the Linen Team may be required to assist hall staffs with making beds in rushed situations.

**Supervision & Expectations:**

The Linen Team reports directly to the Linen Team coordinator and is expected to be on-call and available any time he/she is on campus. Employment as a Linen Team Member is considered the employee's first priority. The Operations Manager must approve any other jobs or any summer school courses the Linen Team Member plans to take.

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