A Linen Team Member is considered full-time (approximately 30 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).
- Work regular front desk shifts.
- 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 Furniture Services Team.
- 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 Assistant Director for Facilities & Summer Operations.

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. Summer Guest Housing staff members are not allowed to have other on-campus jobs during their employment with the Office of Student Housing and Residential Education.