

## LINEN CREW 2006 POSITION

### Position Description

The Summer Linen Crew is an undergraduate/graduate student who is a member of the Office of University Housing/Division for Student Life and Administrative Services Staff serving in the special capacity required by the summer conference housing program. The Lead CA for Facilities will directly supervise the Linen Crew. The Linen Crew's primary responsibilities are to assist in the operation of the summer conference program. Since the Linen Crew Member may have contact with conference guests, it is necessary for the Linen Crew to maintain a professional, helpful, positive manner that supports a successful summer conference program.

### Terms of Employment

1. The Linen Crew member will receive an hourly wage to be negotiated.
2. The appointment as a Linen Crew Member is for the summer 2006 only.
3. As is customary for part-time positions, the Linen Crew will work an average of *15 hours per week*. Hours will vary based on the need for linens over the duration of the summer.
4. Qualified candidates must meet the following requirements:
  - a. Status as a full time student at Drexel University (full time credit load)
  - b. Maintenance of minimum term and cumulative G.P.A. of 2.0
  - c. Be in good judicial standing (no active sanction during period of employment)

### General Responsibilities

1. Attend pre-conference training meetings as scheduled by the Assistant Director for Conference Services.
2. Attend weekly staff meetings as scheduled.
3. Be helpful to any other staff member who may desire cooperation involving residence hall problems or summer conference concerns.
4. Set up and break down summer conferences as needed. Conference program set up includes the distribution of pillows, blankets and supplies to all conference rooms. Conference program breakdown includes collection of all pillows, blankets and summer conference supplies to be stored for the year.
5. Distribute conference supplies as necessary.
6. Understand, be responsible for and in compliance with access and proper usage of all block/master keys (*see master key policy*).
7. Be a positive role model by complying with all university and residence hall policies.
8. As a staff member you are responsible for complying with the student code of conduct and the regulations, which govern our housing program as, stated in the Occupancy Agreement and the Drexel University Student Handbook.
9. Other duties as assigned by the Assistant Director for Summer Conferences or any University Housing/Residential Living professional staff member.

### Specific Responsibilities

1. Responsible for room set up and breakdown for all conference groups/individuals:
  - Room set up includes:
    - a. placing appropriate supplies\* in the room
    - b. preparing towel and linens\*\* and blankets on beds with pillows
  - Room Breakdown includes:
    - a. conducting inventory on linens, supplies\*, and towels in each room
    - b. removing all towels and linens\*\* from rooms and taking them to designated areas
2. Assisting with entire conference linen inventory

\*(supplies consist of, but not limited to, trash can, trash bag, soap)

\*\*preparing linens may include physically making the bed with sheets, blanket and pillow for some conference groups; other groups simply place the linens in the rooms)