Summer Operations Lead
Position Description

Reports to: Summer Graduate Intern and Summer Programs Coordinator

Employment Dates: April 24th- May 12, 2017 (part time, approx. 10- 15 hours/ week)
   May 13- August 29, 2017 (full time, approx. 30-40 hours/week)
   August 29- September 6, 2017 (part time, approx. 10- 15 hours/ week)

Attend mandatory Leadership Retreat and Training | Date and Time TBD

Attend and Participate in All Staff Training: May 15-17, 2017 | 8:30 am-5 pm.

Provide on-call coverage on summer holidays with other Leads


Compensation: Until July 1, 2017: $12.50/hour
   After July 1, 2017: $13.50/hour

On-campus summer housing: approximate value $3,800.00

Maximum forty hours of vacation (unpaid and based on approval; approval given on first-come, first-served basis)

General Overview
The Summer Operation Lead works closely with the Conference Leads, Summer Assistant Leads, housekeeping/facility staff, and other campus partners to coordinate building turnover between summer guest check-in and check-outs. The Summer Operations Lead will be responsible for managing summer linens, facilitating bi-weekly housekeeping meetings, coordinating with housekeeping and summer leads to schedule room inspections, and assist with other large scale summer projects as assigned by Summer Programs Coordinator and/or Associate Director, Summer Programs.
Responsibilities

- Develop and implement an inventory system to track all of summer linen for the 8,000 guests that transition in and out the resident halls during the summer.
- Generate housekeeping report using housing software program, StarRez
- Facilitate bi-weekly Housekeeping meetings with Summer Programs and Housekeeping/Facilities team
- Coordinate with Conference Leads and Summer Assistant Leads in scheduling room inspections between summer guest check-ins and check-outs
- Report all cleaning and maintenance issues from inspections to appropriate staff. Work with University maintenance to identify and solve problems in all residential spaces found during inspections and follow up to ensure their rectification.
- Correct issues found during inspections, to include providing necessary linen/furniture and removing unnecessary linen/furniture.
- Assist with Commencement Housing in May to include preparing packets for move-in, responding to calls to assist with lock-outs and check-ins.
- Assist with May and August Transitional Housing
- Produce end-of-summer report assessing linen inventory throughout the summer
- Participate in Night Duty as assigned during the summer
- Assist Conference Leads in administration of summer conferences. Provide support at large check-ins and check-outs.
- Support the New Student Move-In process.
- Attend orientation, training sessions, staff meetings and all other special functions as required.
- Heavy lifting of up to 75 lbs. will be required.
- Carry and respond to cell phone 24 hours daily, 7 days a week
- Act as Floor Marshal from May 15 - August 27, 2017

Summer Operations Lead will also perform other duties as assigned by the Summer Programs Coordinator and Associate Director, Summer Programs.