

BOSTON COLLEGE • OFFICE OF RESIDENTIAL LIFE

Summer Facilities Crew Role Description

Title: Summer Facilities Crew

Reporting To: Residential Life Facilities Supervisors

Hours/Week: Up to 29 hours/week, two shift options:

Shift 1: Monday, Tuesday, Wednesday 7:30AM to 4:00 PM, Thursday 7:30 AM to Noon

Shift 2: Wednesday, Thursday, Friday, 7:30 AM to 4:00 PM, Saturday 7:30 AM to Noon

****Start and end times may be adjusted due to excessive heat, early deliveries, or occupancy changes****

Compensation:

- Minimum starting wage- \$15.75/hour during assigned work shift (Starting wage subject to final approval in April 2024)
- Shared bedroom within an air-conditioned apartment over the duration of employment with direct roommate and suite/apartment roommates. Summer housing available until Saturday, August 10th; students with a Fall 2024 housing assignment will be permitted to move directly into their fall housing assignment between Sunday, August 11, 2024-Tuesday, August 13, 2024. Students without a fall housing assignment will not be able to remain on-campus past Saturday August 10th.
- Receive 5 unpaid vacation days-
 - Must submit expected vacation time at least three weeks in advance and receive written approval from supervisor
 - No more than two staff members will be off at the same time
 - No requests will be granted during the following dates: May 15-May 31, 2024 or August 5-August 24, 2024.

Dates of Employment: Sunday, May 12th, 2024 - Saturday, August 24th, 2024

Position Overview:

The Office of Residential Life strives to create a safe and welcoming environment for all students by engaging our residents on topics related to diversity and inclusion, faith and spirituality, responsible social activities, and academics.

The Facilities Crew is responsible for the maintenance of all furniture in the residence halls throughout the summer months and up to Fall opening. The professional Residential Life Facilities team oversees the day to day operations of the student facilities crew, all working closely to support and meet the summer housing program's

occupancy timelines. Many of the projects throughout the summer are time-sensitive. The job involves conducting room by room inventory, inspection, and replacement of furniture or blinds in all student living spaces and common area lounges within all residence halls. In addition to furniture replacement, the team will assist with distributing furniture from a central warehouse and storage rooms to the residence halls. The facilities crew will collaborate with the Summer Operations Assistants and Residential Life Resident Director staff to execute tasks associated with summer camps and conference groups.

As a member of the Residential Life team, you are expected to uphold high standards of personal and professional conduct. Student positions in Residential Life might require administrative or physical work depending on the role, and all staff members are expected to deliver a high level of customer service to students, families, university staff, and community members at all times while performing their role.

In the course of this role, you may become aware of private information about a student or departmental process. It is expected that you will maintain the privacy of all information you learn in the course of your role, both online and when communicating with others in or out of the office in addition to agreeing to the terms of the *Student Leader Confidentiality Agreement*.

Responsibilities:

While you may be assigned additional or one-time tasks in a given week, below is a list of some of the more common tasks you may perform. These include, but are not limited to, the following:

- Accept furniture deliveries at off-site central warehouse, store rooms and residence halls
- Move furniture, including but not limited to bed frames and springs, mattresses, desks, dressers, chairs, couches, tables, etc. in and out of residence halls
- Assist with moving our professional staff members to temporary or new housing assignments
- Assist with facilities room checks and damages; submit appropriate work orders and forms for adequate follow up
- Attend required team meetings and/or 1 on 1 meetings with supervisor
- Maintain a clean and professional working environment
- Safety is critical and most important; you will need to comprehend and demonstrate proper use of hand and power tools and proper lifting techniques
- Other duties as assigned

Important Dates or Hours/Opportunities for Additional Hours:

Specific responsibilities may vary from week to week depending on events or processes occurring in the department but the following dates or times are particularly busy times for our office or this role and you will be required to be available:

- All-Staff Orientation: Friday, April 12th 2024; 3:00PM-5:00PM
- Facilities Crew Training: Saturday April 20, 2024 9:00AM-11:00AM
- Spring to Summer Housing Transition: May 16 - Wednesday May 22, 2024
- Messina College Move-In- Sunday July 7, 2024 8:30-12:30pm
- Summer to Fall Housing Transition: Saturday August 10- Sunday, August 11, 2024

- Fall Opening: Thursday , August 22,2024-Sunday, August 25, 2024

Requirements

Specific responsibilities may vary from week to week depending on events of processes occurring in the department.

- Must have the ability to work well with others in a fast-paced environment
- Proper use of hand and power tools and proper lifting techniques, experience is preferred. ; safety training will be demonstrated and provided.
- Ability to safely lift 50 pounds
- Commitment to abide by and enforce all policies set forth in the Conditions for Residency and Student Code of Conduct at all times, as well as any applicable Boston College policy
- Ability to adhere to the Student Confidentiality Agreement and safeguard confidential and sensitive Boston College information and data
- Must be in good conduct throughout the duration of employment. Any student cannot be on active University Probation.
- Positive actions and attitudes that will reflect positively on Boston College both during and outside regular work shifts
- Excellent verbal communication and time management skills
- Must be a current Boston College student at time of hire.
- Must possess positive customer service skills and a positive attitude to succeed in this role

BC Student Employee Hour Policy

In accordance with university policy, during the summer employment term students may work 30 or more hours per week (to a maximum of 40 hours per week), but **may not** work more than 12 weeks of the summer employment period working these hours as a student employee of Boston College, even if working more than one job for BC. Students may only work more than 12 weeks of the 14-week summer employment period if they average no more than 29 hours per week throughout the summer. **Due to the requirements of the Summer Facilities Crew position, students will not be able to work more than 29 hours per week across all BC jobs during the summer employment period.**