Drexel University
Linen Crew Job Description
Summer 2014

POSITION DESCRIPTION: Linen Crew

REPORTS TO: Summer Intern and Associate Director of Event and Conference Services

POSITION OVERVIEW:

The Linen Crew is an undergraduate/graduate student who is a member of the Event and Conference Services Office serving in the special capacity required by the summer conference program. The Summer Intern will directly supervise the Linen Crew. The Linen Crew's primary responsibilities are to assist in the distribution and collection of linens and other conference supplies. Because the Linen Crew has contact with conference guests, it is necessary for the Linen Crew members to maintain a professional, helpful, positive manner that supports a successful summer conference program.

Terms of Employment

1. The appointment as a Linen Crew Member is for the summer 2014 only.
2. Compensation is free housing in a University-owned Residence Hall and $100 stipend for the summer term.
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.

Responsibilities

1. Attend pre-conference training meetings as scheduled by the Associate Director/ Director for Conference Services. Training will be held June 16-20, 2014 and is **mandatory** for all summer staff.
2. Attend weekly staff meetings as scheduled by the Summer Intern or Associate Director/ Director.
3. Participate in weekend on call shifts in residence halls, as scheduled by the Summer Intern or Director.
4. Must be available on the two holiday weekends during summer 2014 – July 4th weekend or Labor Day weekend (August 30- September 2, 2014). Vacations or any periods of time away from campus (greater than 3 days) must be approved by the Associate Director/ Director for Conference Services.
4. Set up and break down summer conferences as needed. Conference program set up includes the distribution of pillows, blankets and supplies* to conference rooms. Conference program breakdown includes collection of all pillows, blankets and other summer conference supplies.
5. Weekly staffing of the Linen Room during weekday "Office Hours" (approximately 8-10pm, Monday-Friday).
6. Assistance with linen distribution for New Student Orientation –in July and August.
7. Assist with Mail Room Hours.
8. Follow all policies regarding the proper use and maintenance of all keys.
9. Be a positive role model by complying with all university and residence hall policies.
10. All Linen Crew members are responsible for complying with *the Student Code of Conduct* and the regulations which govern the University housing program as stated in the *Occupancy Agreement* and the *Drexel University Student Handbook*.
11. Other duties as assigned by the Associate Director/ Director.