Title | Linen Crew

Job Type | Student Employee

Division | Administrative and Business Services, Drexel Business Services

Department | Event and Conference Services

Job Description |

The Summer Linen Crew is an undergraduate/graduate student who is a member of the Office of University Housing/Division for Administrative and Business Services Staff serving in the special capacity required by the summer conference-housing program. The Summer Intern 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.

Examples of Duties and Responsibilities:

- Attend pre-conference training meetings as scheduled by the Associate Director for Conference Services. Training will be held June 2014 and is mandatory for all summer staff.
- Attend weekly staff meetings as scheduled by the Summer Intern or Associate Director of Drexel Conference Services.
- Weekend desk shifts in residence halls, as scheduled by the Summer Intern or Associate Director of Drexel Conference Services.
- 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 summer conference supplies to be stored for the year.
- Weekly staffing of the Linen Room (four per building) during “Office Hours.”
- Understand; be responsible for and in compliance with access and proper usage of all block/master keys.
- Be a positive role model by complying with all university and residence hall policies.
- As a staff member all members of the linen crew 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.
- Other duties as assigned by the Associate Director for Summer Conferences or any University Housing/Residential Living professional staff member.
• Responsible for room set up and breakdown for all conference groups/individuals:
  • Room set up includes:
    o a. placing appropriate supplies* in the room
    o b. preparing towel and linens** and blankets on beds with pillows
  • Room Breakdown includes:
    o a. conducting inventory on linens, supplies*, and towels in each room
    o b. removing all towels and linens** from rooms and taking them to designated areas
• Assisting with entire conference linen inventory.
• Weekly staffing of the Linen Room (four per building) during “Office Hours.”
• Weekend desk shifts in residence halls.

*(Supplies consist of, but not limited to, trashcan, trash bag, and toiletries)
**(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)

A strong marketplace is essential to recruiting and retaining today’s student. It is the mission of Drexel Business Services to operate and expand a marketplace that delivers high quality services that are customer responsive, built on strong internal and external partnerships, and is integral to the financial strength of Drexel University.

Drexel Business Services is a part of the Division of Administrative and Business Services, overseeing services for three campuses including campus dining, retail management, the university bookstores, vending, identification card services, the student centers, event and conference services, parking services, printing and mailing, and university housing.

Qualifications

• The appointment as a Linen Crew Member is for the summer term only.
• Compensation is free housing in a University-owned Residence Hall and $150 stipend for the summer term.
• 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.
• Qualified candidates must meet the following requirements:
  o Status as a full time student at Drexel University (full time credit load)
  o Maintenance of minimum term and cumulative G.P.A. of 2.0
  o Be in good judicial standing (no active sanction during period of employment)
Minimum Education | N/A
Number of Positions | 4
Campus | University City
Location | Creese Student Center
Room Number: 001
Contact Name: Anthony Dagrosa
Contact E-Mail Address: dbs@drexel.edu
Primary Phone: 215.895.2520