

BOSTON UNIVERSITY
Office of Conference Services

JOB TITLE: OPERATIONS ASSISTANT
EMPLOYMENT DATES: May 2 through August 22, 2008
SALARY: \$9.25/hour plus Campus Housing and scheduled workday lunch program
WORK SCHEDULE: 40 hrs/week, 8 a.m. - 8 p.m., 5 days/week – 8 hour shifts

OVERALL RESPONSIBILITIES:

The Operations Assistant is responsible for distributing the necessary amenities, supplies, linen and equipment to the various residence halls utilized for the Summer Conference Housing program. This includes opening and closing all storage rooms and maintaining all appropriate inventories at each location.

PRINCIPAL DUTIES:

- Attend all linen deliveries, count and record linen shipments and verify any discrepancies
- Prepare soiled linen for return to the linen company
- Monitor inventories in each conference housing residence hall to ensure adequate stock at all times
- Monitor inventories in storage rooms and notify Manager of Conference Operations when orders need to be placed
- Assist Room Attendant staff with guest rooms or other related duties as required
- Ensure that the Room Attendant staff properly counts and bags soiled linen and assists as required
- Oversee all aspects of operating the Conference Services van
- Assist Lead Room Attendants with team supervision and other projects as required
- Manage mid-season and end-of-season inventory counting
- Assist with other duties as assigned by the Manager of Conference Operations or other authorized personnel

NOTES:

This position is required to wear a uniform shirt and name tag provided by Conference Services while on duty. **Work will be scheduled each day of the week; weekend work will be required.**

QUALIFICATIONS:

The Operations Assistant must have an understanding of inventory procedures; prior experience with inventory is preferred. Applicants must have good organizational skills, a willingness to work hard and the ability to work well independently. This position requires heavy lifting and a valid US driver's license.