

Position Description for **Service Assistant**

Reports To	Assistant Operations Manager
Period of Employment	May through August
Hours	40 hr/wk during the summer. Overtime may be required during peak occupancy.
Compensation	\$7.50 plus summer housing.
Requirements	A valid driver's license with fewer than 5 points.

The Service Assistant is a full time, 40 hour per week position. The Service Assistants are responsible for working with the Assistant Operations Manager to ensure that each room is prepared and ready for incoming guests. This often consists of checking the rooms and placing fliers and other materials, but also includes placement and removal of linens when necessary. While not responsible for any cleaning, Service Assistants may be called upon to help inspect spaces cleaned by Housekeeping and in certain circumstances correct minor problems that might be encountered. The Service Assistants may also work desk shifts and check in/outs to help cover particularly busy weekends.

Specific Responsibilities:

A. Service Administration

1. Provide each guest with a clean, properly arranged room as required.
2. Perform quality control checks of completed work.
3. Conduct/coordinate public area inspections before any occupancy.
4. Lock all doors before any occupancy, unless instructed otherwise
5. Report work orders in a timely fashion.
6. Help supervise Hospitality Assistants when they are working service shifts.

B. Administrative Duties

1. Responsible for locating, tagging, and logging all lost and found items.
2. Assist Assistant Operations Manager with updates to the service calendar.
3. Maintain all logs and administrative materials used for service operations.
4. Provide administrative support as required.

C. Service Tasks

1. Count and record linens, bedspreads, pillows, supplies and amenities.
2. Sort and prepare linen after each use for pick-up by vendor.
3. Place linens in guest rooms prior to arrival.
4. Remove linens from rooms post-conference.
5. Note any room deficiencies and report to supervisor.
6. Perform other service related duties to meet the needs of a wide variety of conferences and guests.
7. Perform quality control checks of completed work.
8. Conduct public area inspections before occupancy.

D. Hospitality Tasks

1. During peak periods may be asked to fulfill any and all tasks associated with the Hospitality Assistant position.

E. All Other Duties as Assigned