

# CONFERENCE SERVICES

## *Inventory Lead*

### SUMMER JOB

#### PRIMARY FUNCTION

This position is responsible for the use, placement, tracking and condition, of all Conference Services supplies and equipment. This position reports to the Housekeeping Manager.

#### PRIMARY DUTIES AND RESPONSIBILITIES

1. Monitor and review inventory levels by physical count, recordkeeping and/or visual inspection, to identify need for purchasing materials, equipment or supplies.
2. Distribute materials, supplies or equipment to store rooms located in residence halls before hall preparation.
3. Verify deliveries, including but not limited to mops, buckets, and brooms, and turn in all receipts to supervisor in a timely manner.
4. Keep inventory in van stocked at all times.
5. Delivery of dirty linen and pick-up of clean linen as required to off-campus vendor; always maintaining accurate counts for inventory.
6. Responsible for the set-up and tear down of equipment and supplies, per group needs.
7. Supervise student assistants and assign tasks to those assistants, as needed.
8. Maintains on-call status.
9. Keep accurate inventory of equipment and supplies through the use of check-out logs, forms, etc.
10. Report maintenance problems, hall damages and missing items per established procedures.
11. Communicate all pertinent matters to manager(s) as necessary.
12. Abide by and enforce University and department rules and regulations.
13. Attend all mandatory training sessions and staff meetings, as directed by the Housekeeping Manager.
14. Perform related duties as assigned or required.

#### QUALIFICATIONS

##### Required Qualifications

1. Positive attitude; team player.
2. NO summer session classes may be taken.
3. Additional employment is NOT allowed, due to the need for flexible scheduling and availability during various hours, seven days a week.
4. Strong commitment to customer service.
5. Strong interpersonal communication skills.
6. Ability to do physically strenuous work.
7. Availability on a part-time basis mid-March to mid-May; full-time basis mid-May through mid-August.
8. Ability to drive 15-passenger van, and be HOV certified with the University of Arizona. Must have valid U.S. driver's license for at least four years, with a clean driving record.

##### Additional Preferred Qualifications

1. Resident of the residence hall system and/or prior Conference Services experience.
2. Working knowledge of residence hall operations.
3. Must live on campus for summer.

## **BENEFITS**

1. Remuneration at \$9.25 per hour.
2. A single occupancy room in a residence hall with cable television, Ethernet connection, and local telephone service will be provided from May 16 – August 14, 2010.

