JOB TITLE: Student Concierge (Alumni Center/Bottomley House)

DEPARTMENT: Jepson Alumni Center (Auxiliary Services)

ADDRESS: Jepson Alumni Center

TELEPHONE: 289-8544

SUPERVISOR: Rick Glass – Alumni Center Manager

JOB SUMMARY:
To adequately insure the smooth operation of daily events of the Bottomley House and Conference Center. Scheduling will typically be 2-4 five-hour shifts per week – morning/afternoon/evening shifts on Saturday and Sunday and evening shifts during the week.

LIST OF DUTIES:
• Complete shift-specific list of responsibilities
• Supervise the operations of the Bottomley House including check-in/out of guests
• Insure cleanliness and readiness of guestrooms and meeting rooms
• Maintain inventory of supplies including linens, food and beverage items, paper products, and other supplies
• Maintain guest records including confirmation of reservations, special needs and requests, and acquisition of necessary billing information
• Preparation of food and beverage service as required by guests and visitors
• Basic knowledge of setup/operation of standard audio visual equipment required
• Periodic scheduling (separate from concierge duties) for night/weekend room setups/changes (ability to move tables, chairs, and audio visual equipment required)
• Assist Alumni Center Manager with projects as requested
• Act as manager in his/her absence

QUALIFICATIONS:
• Outgoing personality / excellent communication skills
• Attention to detail
• Ability to work independently
• Hospitality background helpful
• Evening and weekend availability important

For Student Employment Use only:
Wage Rate: Level IV  Index: 2861

February 25, 2016