Laundry Assistant Position Description

Applications for Main Campus Laundry Assistant Positions will be open soon and available at: https://www.memphis.edu/reslife/about/launderassistant.php

Position Overview & Summary of Job Function:

The position of student employee in the Department of Residence Life supports the mission of the department, which is: **Residence Life is committed to the enhancement of the academic and social endeavors within the University of Memphis and community through a holistic student development philosophy.**

This mission is enacted by 50 full-time staff and 3 graduate assistants, each tasked with different responsibilities to help students achieve their academic, career, and personal goals. Laundry Assistants play an important role in facilitating student success.

Duties & Responsibilities:

Laundry Assistants are an essential part of Residence Life Summer Conference Housing operations. They are responsible for washing and drying linen from various conferences, counting and sorting the linen for future conferences and pick-up and delivery of linen to various residence halls. This position works around 30-37 hours a week and has the potential for some night and weekend hours. The Laundry Assistants work directly with Housekeeping and Conference Housing staff to complete linen and room preparation throughout the summer.

Job Duties:

- Work assigned linen shifts as necessary. The work schedule will be determined in advance and may include evening and weekend work as determined by the conference schedule.
- Ensures departmental linen is cleaned, folded, and transported as efficiently as possible in a safe and clean environment
- Provide and distribute clean linen for housekeeping prior to guest check-in
- Collect used line following guest check-out
- Keep linen counts to ensure that appropriate numbers of linen in given before group arrival and received after group departure.
- Work with Housekeeping Staff to ensure satisfactory preparation of facilities.
- Assist Assistant Directors and Conference Coordinators with other duties as required

Position Qualifications (select and fill in all relevant to this position):

- Must be a student enrolled at the University of Memphis.
- Must have a minimum cumulative GPA of 2.25.
- Ability to work independently and as part of a team.
- Must be able to use good judgment in determining quality and cleanliness of linen prior to distribution to Housekeeping or Conference Housing staff.
- Must have an answering machine or personal cell phone to be used as work contact.
- Flexible hours to coincide with conference schedule.
- Must be able to follow directions and execute tasks as requested.
• Must wear appropriate, yet comfortable attire.
• Job requires standing, walking, bending, lifting in excess of 50 lbs., carrying, and moving.
• May only take one summer school class per session. Preference may be given to those who are not enrolled in summer school.

**Student Leadership and Professional Competencies:**

Students will have the opportunity to engage in work related activities which may increase their competencies in the following areas:

*Teamwork and Collaboration* – LA staff members work as a team in their building and collaborate frequently with other staff and conference guests to promote the University of Memphis.

Learning and Reasoning – In the LA position, LA have the opportunity to learn not only about the department of Residence Life and its operation, using reasoning to apply policy, assist guests, and develop understanding of how their work impacts the greater University of Memphis community.

Professional and Strategic Planning – The LA position often affords LA staff member the opportunity to build professional skills they can apply to their future career endeavors.

Self-Awareness and Personal Behavior – In the LA position, many LA staff members report learning great deal about themselves through interactions with their supervisors, peers and guests.

Leadership and Civic Responsibility – The leadership skills acquired in the LA position often promote growth in future goals and community engagement away from the position.

**Days and Hours Worked:**

LA staff members may work up to 37.5 hours a week during the summer months, based on their academic class schedule and availability.

**Required Training:**

Campus Security Authority, Mandatory Reporter, and department specific position training.

**Position Compensation:**

The LA position is paid $7.25 per hour.

For more information or to submit materials contact:

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Information on The University of Memphis annual security report is found here: