



Reconditioning Staff Member - Position Description

Reconditioning Staff can work a maximum of 20 hours per week and are members of The University of Toledo Office of Residence Life staff. Reconditioning Staff Members must be full-time undergraduate or graduate students of the University of Toledo. Recon Staff Members will report directly to Mark Brooks, Assistant Director of Residence Life. The work performed varies from day to day and building to building. Reconditioning Staff Members will be asked to move furniture and set up rooms/suites, inventory furniture, test keys, assist staff with projects in other buildings, and other duties as assigned.

Job Responsibilities/Expectations

- a. Move furniture and set up rooms/suites, inventory furniture, test keys, assist staff with projects in other buildings, and other duties as assigned.
- b. If you are going to be absent or arrive late, your supervisor should be notified via email or phone call at least 30 minutes prior to the beginning of your shift. Note: Reconditioning Staff does not earn sick time.
- c. Breaks must be taken at a location designated by your supervisor. You may not leave the campus or your work area. Your breaks are paid and break times may be altered by the supervisor.
- d. If working over 4 hours, lunch is allowed for 30 minutes. You are not paid and may leave the campus during this time.
- e. Reconditioning Staff does not work University-recognized holidays.
- f. Furloughs can be announced by the Office of Residence Life staff at any time.
- g. Time sheets will be entered electronically via the MY UT Portal. A print out or email with hours for each pay period should be forwarded to your supervisor for verification purposes.
- h. As an employee of Residence Life, you are expected to represent the department and the University in a positive light.
- i. Maintain a positive attitude.
- j. Although you have a specific supervisor, you may receive work direction from any of the operations area management staff, including other staff from the Office of Residence Life. You may frequently work outside of your assigned area and crew.
- k. You are expected to work the assigned hours. If you complete a job ahead of schedule, you need to seek out your supervisor or a member of the operations staff to receive direction.
- l. Excessive tardiness, absence, sleeping on the job, or other failure to properly perform assigned responsibilities may result in termination.
- m. Treat other members of the team and department with respect and professionalism. **Foul language is not acceptable or appropriate.**
- n. Falsification of documents (time cards, payroll paperwork) may result in termination.
- o. Alcohol use is prohibited during the working hours (lunch included) and will result in termination. Additionally, you should not report for work hung-over or under the influence.
- p. Controlled/illegal drug use and/or possession will result in termination.
- q. Operations students who may be living on-campus are expected to adhere to all of the Residence Life policies and procedures.
- r. Expectations of dress include tennis shoes or boots (no sandals), respectable shorts and t-shirts; **sagging pants are unacceptable work attire.** No attire from other colleges or universities other than the University of Toledo is permitted.
- s. A reasonable amount of work will be required each work day
- t. iPods are permitted, but you must be able to hear your phone ring and/or the radio page.
- u. Job action is as follows: Verbal warning, written warning, a meeting with supervisors to discuss policy violations. Outcome of the meeting may result in termination. Depending on severity of infraction any of these steps may be omitted at the discretion of the Mark Brooks, Assistant Director Residence Life or his designee.
- v. Cell phones are to be used for work and emergency purposes only.
- w. Failure to maintain a safe and orderly work environment which results in the damage of personal and/or University property may result in you paying restitution. Please be careful when completing tasks.

I have read and understand all of the above information and agree to abide by all policies set forth. I understand that violation of these terms may result in termination from my position.