

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Boone Tavern**

Most Recently Updated 04/02/99

Position Title: Student Bellhop  
Must work 10 hrs/wk.

#### **I. Grade Level: 2-3**

#### **II. Description:**

**A.** The following are the essential duties for a Bellhop in Boone Tavern:

1. Be responsible for cleanliness and appearance of public areas of building, inside and out, including restrooms: clean brass, windows, vacuum floors, pick up floors.
2. Roll out luggage cart and help guests checking in and out take luggage in and out of cars.
3. Respond to guest questions, assist with reception, interact with customers as student wait staff do, for conversation and to introduce and welcome guests to College.
4. Perform other job-related duties as assigned.

**B:** The following are *possible additional* duties for this position:

1. Work in dining room as wait staff or in kitchen.
2. Vacuum dining room.
3. Provide room service.
4. See that the workplace and environs are clean.

#### **III. Learning Opportunities:**

- A.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- C.** Customer service.
- D.** Knowledge of College.
- E.** Sense of responsibility for cleanliness and overall "look" of Boone Tavern.
- F.** Develop ability to "pinch-hit" in variety of capacities at Boone Tavern, which becomes an important asset as worker progresses to more responsible jobs.

#### **IV. Basic Qualifications:**

- A.** General: Responsible, punctual, self-starter, a person who looks for tasks which can be done; ability to work without direct supervision.

- B.** Skill: Interpersonal skills,
- c.** Physical: Ability to lift up to 50 pounds, climb stairs, run vacuum cleaner, climb up and down ladders (window-cleaning).
- D.** Academic: none.

**V. Desirable Qualifications:**  
Prior experience as bellhop.

**VI. Narrative Summary:**  
Student took personal responsibility for cleanliness and appearance of public areas of building, inside and out, including restrooms, cleaning brass and windows, and vacuuming floors. Student rolled out luggage cart and helped guests with luggage to their cars. Student conversed with guests, welcoming them and answering questions. Student may have worked in dining room as wait staff or in kitchen, and provided room service.