Residence Porter

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Trades and Maintenance
Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Residence Porter

Student Housing Services, Student Affairs

Thursday to Monday: 12am to 8am

Hiring #: 2020-0035

Please read the Application Instructions [1] before applying

Under the direct supervision of the Desk Services Manager, and or Facilities Manager, the Porter provides personal service to residence students or university visitors at the residence desk. **Typical duties include:**

**Desk:**

- Information dissemination – provide information about Student Housing Services (SHS), the residence facilities, services available.
- Referral Agent – direct clients to appropriate resources on campus to respond to their needs/problems/situation.
- Work Orders – ODS (On-line Desk System)
- Dispatch Residence Life Staff to respond to problems
- Monitor status of exterior door alarms and secure building as required
- Ensure safety of the residence students and buildings – conduct rounds, do lock ups of buildings, look for vandalism, etc.
- Provide services at desks – key sign out, equipment sign out, sell products, etc.
- Materials Handling – move furniture and equipment as directed by SHS

**Conference/Desk Duties:**

- As above
- Registration duties for conference and hostel – reservations, room assignment, tracking of delegates, billing, reporting.
- Handle complaints
- Liaise with other University service providers

**Facilities Materials handling:**

- Move equipment and materials as directed by SHs
- Regular on campus mail runs
- Reset furniture and insure room is ready for occupancy
- Collect coin from vending machines and copiers
- Receive all materials and furnishings and disperse appropriately
- Routinely check TV/BCR/s/Games equipment
Residence Porter
Published on Human Resources (https://www.uoguelph.ca/hr)

- Audit buildings as requested by SHS
- Assist with appliance moving when required
- Operation of University vehicles required

Other duties as assigned.

Requirements of this position include: Grade 12 education preferred along with considerable experience dealing with the public, or an equivalent combination of education and experience. Additional requirements include: a valid G driver’s licence is mandatory; good communications skills; customer services orientation; familiarity with computers including demonstrated proficiency in using Excel, MSWord, and knowledge of university resources available to students. This job requires lifting packages, moving furniture, standing for prolonged periods of time and working a rotating shift schedule. Applicants from off campus will be expected to provide an acceptable criminal record check and vulnerable sector screening at their own expense if selected as the successful candidate.

Position Number         013-045
Classification               CUPE Band 2
0-3 month rate $22.00 per hour
Job Rate $23.16 per hour
Vacancy Consequential
Work Location Student Housing

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 01 29
Closing Date: 2020 02 05

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/residence-porter

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply