

POSITION DESCRIPTION

2024.02.20

POSITION TITLE: Furniture Mover

CLASSIFICATION: Work Study

DEPARTMENT: Residence Life

REPORTS TO: Direction of Residence Life or their designee

POSITION SUMMARY: The student furniture mover (Mover) is a student staff position to load and unload University property between various locations. They will work with a team of others to pack and unpack residential spaces while following all given instructions while protecting the furniture and other goods from damage.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Loading, moving, and unloading items carefully between residential spaces
- Ensuring that no items are damaged while moving
- Assembling and disassembling furniture as necessary to facilitate the movement
- Moving of old/damaged furniture to dumpster location
- Count and report inventory
- Work as a team
- Apply basic risk management techniques to prevent harm to self, others, or property
- Act as a positive representative of the Office of Residence Life and the University.
- Assist with other duties as assigned.

REQUIRED QUALIFICATIONS:

- Strong interpersonal communication and customer service skills.
- Ability to work independently with high level of attention to detail, organizational skills, and commitment to working as a team.
- The ability to maintain confidentiality, solve problems, exercise sound judgment, and make referrals.
- Punctual, detail-oriented, ability to be autonomous, and have a professional attitude
- Must be a McKendree student in good standing

PREFERRED QUALIFICATIONS:

- A valid driver's license would be advantageous
- Relevant training and/or certifications as a Mover

WORK HOURS/CONDITIONS:

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 35 pounds and occasionally lift/move 50 pounds.
- Availability, 5-7 hours per week, during regular business hours.
- Attendance at all training sessions is mandatory.

RENUMERATION:

- This position offers hourly wage of \$14.00 per hour up to \$1,500 per semester of Work Study pay.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description provided for my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Print Name

Signature

Date