



JOB INFORMATION

<i>Job Code:</i>	143018
<i>Job Title:</i>	Bellperson (Union Only)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Hotel Service (Union)
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists incoming and outgoing hotel guests. Carries luggage to and from hotel rooms. Provides customer service to faculty, staff, students and other customers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	
	X	High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		<1 year	
	X	1 year	in a high-volume hotel environment.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated customer service experience.
X		Experience working in a fast paced working environment.
X		Knowledge of local entertainments/sporting/tourism facilities and events.
X		Ability to effectively communicate in English.
X		Ability to lift up to 100 lbs.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides customer services to faculty, staff, students and guests. Meets and greets guests. Provides necessary information to guests.				
Assists incoming and outgoing guests with luggage and explaining room features.				
Provide location of amenities to hotel guests (e.g., ice makers, vending machines). Provides safety procedure details, as requested.				
Promotes hotel facilities and services to guests.				
Responds to guests' needs, such as message delivery, forgotten items, and any other requests by guest or guest services staff.				
Communicates with staff and guests in a friendly and helpful manner.				
Maintains cleanliness of facilities, equipment, and servicewear.				
Assists in the breakdown and/or set up of dining event, buffet, product displays, or serving stations if needed.				
Adheres to department service standards and all health, safety, and university rules and regulations.				
Complies with all university policies and procedures and with all applicable local, state, and federal laws and regulations.				
Attends and participates in meetings as required.				
Reports to station, ready to work at the time work assignment is scheduled to begin.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
	<i>Campus Security Authority (CSA)</i>		<i>Essential:</i>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.