Position Title: C-Haus ID Checker

Department: Residential Life

Work Location: C-Haus

Hourly Rate: $7.50

Supervisor: C-Haus Manager

Account Number: 72-00000-00135-00000-xxxxx

Do multiple individuals hold this position at one time? Yes □ No □

Number of positions available: Up to 3

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, an average of 6 - 7 hours per week.

The student will work □ Monday thru Friday □ Saturday ☒ Sunday □ any day of the week.

Hours are available during the following times of the day: 9:00 p.m. - 2:00 a.m.

Department/Position Overview

The primary function of the ID checker is to monitor the front entry door of the C-Haus for several things at once - Beloit College ID’s or guest passes, that no outside alcohol is being brought into C-Haus, and that no alcohol purchased in C-Haus is being taken out. The position functions to safeguard our college students and their guests and keep us in compliance with state, city and Beloit College laws and regulations concerning the sale and distribution of alcohol. Responsible beverage service class recommended but not required.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing