

Loading Dock

Purpose

The Purpose of this position is for the assigned individuals to assume certain facility related responsibilities within the Student Union. The Loading Dock Team is primarily responsible for completing basic supply & logistical labor of the care and organization of incoming deliveries to the Student Union, transporting deliveries to the appropriate areas within the Student Union and campus, and performing other functions related to the processing of deliveries to the Student Union. The Loading Dock Team reports to the Building Manager in providing the best possible services to all users of the facility.

Duties and Responsibilities

- Knowledgeable of Student Union policies, procedures, and operations of Student Union facilities
- Attends meetings and training sessions as designated by the Building Manager
- Accepts deliveries and moves items to the receiving area
- Organizes and completes inventory checks to ensure that all deliveries to the Student Union have been completed and are accounted for.
- Ensures that unauthorized persons and vehicles are not blocking or interfering with the daily functions of the Loading Dock area
- Moves and distributes deliveries to the appropriate areas, departments, or personnel within the Student Union.
- Provides excellent customer serves to all drivers, vendors, and visitors that come to the Loading Dock area
- Serves in a public relations capacity for the Student Union and the University by treating all members of the community with dignity and respect
- Knows the mission of the Student Union and strives to perform this mission to the best of their ability at all times while on duty or on the premises
- Maintains list of authorized vendors who are permitted to park in the dock
- Familiarize oneself with daily events for any preparation needs
- Maintains the security of the loading dock through dock gate control

- Maintains a list of authorized officials who can park in the dock (chancellor, SU employees)
- Performs other related duties as assigned

Qualifications

Must be a student in good academic standing and actively pursuing a degree at the University of Tennessee, Knoxville. This position requires individuals to be physically able to lift anywhere from twenty-five to fifty pounds at any given time. The person must exhibit strong skills in organization, initiative, and time management. The student must exhibit an interest in, and concern for providing quality service at all times. Lastly, this person must be able to both work independently and assist other team members if need be.