

## **JOB DESCRIPTION: TOMARI STORAGE SUPERVISOR**

**Name of Position:** Student Worker for TOMARI STORAGE SUPERVISOR.

**Department:** THEATRE

**Campus Location:** TOMARI TECH THEATRE CENTER

**Supervisor:** TERRY McGONIGLE, Director of Theatre

**Length of Contract:** ACADEMIC YEAR 2023-24

**Pay Rate:** Minimum Wage – 6-8 hours per week (Approximately \$1500 per year)

**Job Purpose:** This student will be responsible for maintaining the organization of the scene, prop and costume shops and assisting the SHOP SUPERVISOR with maintaining an inventory of consumables used in the everyday operation of the TOMARI CENTER.

### **Job Responsibilities:**

- Assist with maintenance of building storage areas to keep them in safe operating conditions.
- Assist in training and supervision of students working in storage areas during production and lab hours.
- Maintain an accurate log of students working in those areas in fulfillment of lab hours.
- Oversee cleaning and maintenance of the storage areas of the building before, during and following lab hours.
- Other administrative duties or special projects as assigned.

### **Qualifications:**

- Experience preferred but not required in general safety practices as they apply to storage areas, ladders, chemical storage, paint use and storage, etc.
- Knowledge of MSDS forms and use of them in case of emergency.
- Strong communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects and learn new things.
- Ability to work between 6-8 hours per week (some evenings and weekends may be required)

### **Skill Development Areas:**

- Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency

**Evaluation:** Student work will be evaluated by the supervisor and will be based on performance (promptness, completion of tasks, ability to work with and/or supervise others, attitude and work ethic). Evaluation reviews will be conducted with the student worker on a 4 to 6 week basis.