

Woodsworth Residence Front Desk Porter Job Description & Expectations

Woodsworth College Residence is an apartment-style community of undergraduate students living in individual bedrooms within apartments of 4, 5, or 6 students. Students are not required to have a meal plan and are responsible for the cooperative management of their own spaces.

Under the supervision of the Manager, Residence Life, and with the support of the Residence Operations Coordinator (ROC) and Residence Steward, Residence Front Desk Porters work closely with residence office staff, including the Assistant to the Dean, Residence Administration (ADRA), the Residence Facilities Coordinator, the Residence Don Team, and Woodsworth College staff and faculty. Residence Front Desk Porters are an important part of the residence community. It is expected that Residence Front Desk Porters will communicate openly and effectively with other members of the team. It is important that Residence Front Desk Porters recognize that what they do as individuals impacts the entire team and residence community. The residence front desk is open 24 hours 7 days a week.

Residence Front Desk Porters are expected to support the mission of Woodsworth College Residence in providing residents with a safe, secure, welcoming, and inclusive residence space. In addition to training and supervising, the Manager, Residence Life, and the Residence Operations Coordinator will endeavor to ensure that the Front Desk Porters are supported and challenged by the position.

Supervisor	Manager, Residence Life
Term	Fall Term: August 17, 2026 – December, 25 2026 (Dates subject to change).
Compensation	\$22.56/hour
Hours	Scheduled up to 12 hours/week (including university closures, daytime, evening, weekend, and overnight work)
Eligibility	Attend and successfully complete the mandatory training program organized by Woodsworth Residence for Porters. Must be available for Residence Move in and Move Out (August 30, December 20-24) Legally work in Canada in this position, with valid work permit Valid Social Insurance Number Previous customer service experience is an asset. Prior experience living in residence and prior Woodsworth College experience is preferred, but not a requirement.

DESCRIPTION OF DUTIES

The Front Desk Porter is the primary customer service person at the residence. The duties are varied and include:

- Greet and welcome residents, students, staff, faculty, and community members
- Provide building information and answer queries
- Provide access to building for residents
- Office duties including mail organization, signing out building amenities, and general tidying
- Follow directions of staff or emergency services in emergency situations

- Maintain records of interactions with residents/staff/community members, key sign outs, and packages

ADDITIONAL INFORMATION

It is required that the Front Desk Porters act in a manner that respects guests' rights to confidentiality and demonstrates sensitivity to the complexity of the issues involved in residence living and administration. Prompt reporting of incidents and occurrences in the residence and direct, honest, timely feedback to guests and colleagues is required. Woodsworth College Residence, chiefly as represented by the Dean of Students, the Manager, Residence Life, the Assistant to the Dean, Residence Administration, and the Residence Operations Coordinator will undertake to provide any reasonable assistance and support requested by the Front Desk Porters in carrying out their duties.

Name: _____

Date: _____

Signature: _____