

LUU Weekly News

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Welcome to LUU Weekly News.

Tea & Toast/ Tea Time Treats

From today, Tea & Toast will be running up until **Friday 29 September**. From **8:30am-9:30am**, pop down to the Staff Room where a member of SLT will be serving tea, toast and fruit for staff during Welcome Week to start the day full of energy and ready to go.

Snacks will also be put in the Staff Room around 5pm for staff working evenings, nights and over the weekend.

Hello and Farewell



A huge welcome to **Giacomo Rocco Mastrolonardo**, who has joined the Venues Team as Venues Assistant Bar Manager, and **Cairsto Osawe**, who has joined the Facilities Team as a Facilities Assistant.

We would also like to give a massive welcome to our **B&V Supervisors, Catering Assistants, Wellbeing Events Reps** and **Night Bus Drivers** that are starting with us this week.

Room Booking System

There are currently some technical issues with the Room Booking System that's used to book the rooms on Level 2 and the Studios.

Digital Services are currently working to resolve the issue.

Skedda Booking System

As a reminder, when you book a desk on the Skedda booking system, you will receive an email 45 minutes before your booked time starts that you need to go into and click "Check in now".

You have 1 hour after your booked time starts to check in- if you do not check in, the system cancels your booked slot.

Level One Doors- Card Collection

The locks have changed on the doors to the 'Back office' spaces. These doors are located near to the Faith office and near to the Renni Eddo Lodge office (check out the Skedda map if you're not sure where these are).

These doors will open using a Simmons Voss fob or an access card. Staff who need an access card created as they do not have a Simmons Voss fob (The round disc like fob) can get one from Chris on the following dates and times from Culture Office.

- Wed 27 September, 1pm-2pm
- Tue 03 October 11am-12pm
- Thurs 05 October, 4pm-5pm

Once we have distributed these access cards then we will be keeping these doors locked, this will allow us to remove the need to lock the offices in the 'Back office corridor' during the time LUU is open meaning easier access to the office spaces for people to hot desk.

Climate-Friendly Spotlight



No more plastic milk bottles!

We will now be purchasing milk in Tetra-Pak cartons, rather than plastic bottles. Using conservative estimates, this change is expected to save **151.89kg of CO2 equivalent emissions annually**, the equivalent to driving 550 miles*. Tetra-pak cartons aren't perfect – it's not easily recycled, as it takes a specific process to separate the cardboard and plastic lining, but this is a great step towards reducing our carbon footprint and meeting our pledge to be #PlasticFreeIn2023

**Click here to see [the report](#) the figures are taken from and [the carbon footprint calculator](#).*

Recruitment in LUU

We have plenty of recruitment live in LUU, if you want to share any roles with your networks then please feel free to do so.

This week we are recruiting:

| Director of Employee Experience | Retail Team Leader- Co-op |
Postgraduate Engagement Assistant | Part-time Old Bar Assistant Manager |
Business Development Assistant | Political Engagement Trainee | Part-time
Joblink Assistant |

[Find all the information on Jobs at LUU here.](#)

Sipple Hydration Station



You may have noticed a new feature down in the foyer- we have a new hydration station! At the **Sipple Hydration Station**, not only can you refill your bottle, you can also buy filtered, super chilled still and sparkling water, and buy a Chilly's bottle from the station.

This new hydration station will help towards removing plastic bottles from the environment. Head down to the foyer now to see it for yourself and try it out- it is down from the Riley Smith Theatre entrance.

Hero of the Week



This week's heroes are:

Bilal Hussain, Keith Chippy, Tia Chippendale, Zack Hirst, Dan Williams, Christian Bodden, Nicole Cal-Akpuogwu, Kelsie Wootton, Cashlin Mullan, Kate Matthews, Chanelle Dixons, Ellie Dodds, Ryan Massey, Rachel Cantlow and Lukas Winterburn.

Remember all nominations are submitted into our Hero of the Month draw of each month in 2023. There will be 3 vouchers up for grabs, each worth £10.

[You can submit your nominations here.](#)

To find out why you were nominated, [click here](#).

Love to Learn – Power Hour Podcast by Adrienne Herbert



Power Hour is a weekly podcast that will give you ideas and inspiration that can aid you in pursuing your passions and achieving goals.

Join Adrienne Herbert as she speaks to leading coaches, creatives, change makers and innovators, and find out about their morning routines, daily habits and rules they live by. Since the start of September, she has also started “Monday Motivations” which are great mini episodes to start your week on.

[To give Power Hour a listen, click here.](#)

Reminders

- REACH are recruiting members! To find out more about the REACH Network, and to sign up, [click here](#).

Useful Links

