Job Title: **Campus Monitors – Evening Positions**

Accountable To: **Facilities Director**

Position Summary:

- Provide a pro-active hospitality presence for groups using facilities in the evening.
- Provide a monitoring presence for campus and buildings, to insure proper (non-destructive) use.
- Provide a facilities presence; assisting with goals of providing a safe and clean facility.

* This job requires discernment and almost constant motion – it is not a sit down job! Be sensitive and friendly to ministries, while remembering your true responsibilities.

Typical Duties:

Hospitality

Check in with group leader/activity leader prior to activity to welcome and meet any needs. This would include opening doors, setting up additional chairs, finding an easel, making sure lights are on, etc. Review the daily schedule so that you are familiar with the day's events, set-ups and location. Assure that egress lighting is on for entering and leaving their area.

Monitoring

Routinely (and non-routinely!) travel buildings and campus during a shift to observe and ensure proper use. You might encounter unsafe drivers, skateboarders on rails, trail bikes, and kids in any number of places. Confronting improper/unsafe use is a delicate area. Generally, only confront if it can be done easily and non-emotionally (Don't chase down cars, for example). Of course, never make any physical contact with anyone. Mostly, we'd like detailed descriptions of who, what, when and where. If any damage is witnessed the Holland Police Department should be called and a report filed. Monitoring will also include a presence in the parking lots whenever 100 or more cars are on campus. This would include evening services, performances or mid-week activities. Be alert to people in areas of high risk, such as behind stage, mechanical rooms, tech storage areas, etc. Confront these people with discernment, assuming the best instead of the worst. Be open to special circumstances that may suggest something out of the ordinary.

Facilities

During some shifts, there might not be custodial or facilities staff in the building. You will be the only facilities representative. You should be aware of people coming and going through out our campus. You will be expected to help with tasks such as:

- Picking up litter, interior and exterior.
- Checking restrooms for towels, soap, running water, flushed toilets.
- Clearing exits and hallways, especially emergency exit hindrances.
- Being alert to light maintenance items that need addressing soon, like bulbs out, door problems, etc., filling out work request as needed.
- Cleaning up after spills and other accidents.
- Removing diapers from the nurseries to the trash before closing.
- Cleaning entryways of any debris tracked in.
- Emptying trash containers.

These responsibilities and similar issues that may arise nightly should be recognized without being specifically instructed.

While on duty you will be responsible for carrying and answering the facilities cell phone. This will require responding to requests and emergency calls received. The phone should be kept available for work calls and not used for personal calls.

Security

Monitor the security of our buildings including securing unused areas as required. This would include, as an example, locking areas such as storage rooms, technical rooms, out buildings, etc.

Secure and lock exterior and interior doors along with turning lights out, in areas where activity has finished for the evening. Be sensitive with the exit routes people may use to leave or parents picking up their children. Including a security check of the transportation fleet, assuring that all vehicles are locked and windows are closed.

Emergencies

This position along with all key facilities positions is expected to take charge in the event of;

- Medical emergency
- Severe weather
- Fire
- Evacuation
- Power failure

Evening Campus Closing

On designated evenings this would consist of securing and locking all exterior and interior doors after assuring that everyone has left the building. Once the building is locked the alarm system should be armed upon leaving. Exceptions to securing an area can be made where a pastor or director is present. This pastor or director should be reminded of his/her responsibility to lock and arm the building when leaving. When possible the other areas of the building should be armed even when a pastor or director is present.

Logging

A daily logbook should be kept for logging events that may occur thru the evening. These entries would include unusual activity or other events that may require follow up by staff at a later time.

Hours

Current plan is to have position cover a portion of the following hours:

Monday	6:00 – 9:30/10:30
Tuesday	6:00 – 9:30/10:30
Wednesday	6:00 – 9:30/10:30
Thursday	6:00 – 9:30/10:30
Friday	6:00 – 9:30/10:30
Saturday	5:00 – 9:00/10:30
Sunday	5:30 – 9:00/10:00

Hours are subject to change and will need to be flexible, depending on occupancy. Ministry events usually will be finished by 10:00 PM weekdays and 9:30 PM weekends. Events that may extend your hours should be noted in the log book provided.

Qualifications and Performance Measurements

1. Use of discernment and ability to apply common sense.
2. Attentive to detail and accuracy.
3. Quality use of time.
4. High school graduate or equivalent preferred.
5. Commits to support CWC and its ministry.
6. Continually seeks to fulfill the mission and goal of CWC.
7. Well organized.
8. Cooperative and willing to assist others.
9. Excellent communication and public relations abilities.
10. Ability to assist and support others.
11. Ability to see things out of the ordinary that require attention.
12. Able to follow written and verbal instructions.

Acknowledgements

- I understand that to eligible for an interview and to be considered for possible hiring, I must meet the minimum position requirements.
- I have read and understand this job description and understand that the performance of the duties and responsibilities listed above will be the criteria against which I will be evaluated.
- I am aware that this job description is a broad overview of the job responsibilities and if selected for this position, I may be asked to perform additional responsibilities assigned by my supervisor or a member of the Management Team.