



Job Title: Sunday Opening Position

Accountable To: Facilities Manager

Position Summary:

- Opening and preparation for Sunday activities.
- Provide a pro-active hospitality presence for groups using facilities on Sundays.
- 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/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.

Facilities

You will be the only facility staff representing facilities. 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.
- Cleaning entryways of any debris tracked in.
- Emptying trash containers if full.

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

While on duty you will be responsible for carrying and answering the facilities cell phone and radio. 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.

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

Campus Opening

Typical duties on a Sunday morning would include, but not be limited to

- Opening exterior gates
- Open interior doors
- Turn on lights
- Set up rooms as requested
- Shoveling snow by doors

Logging

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

Other

- This position reports to the Facilities Manager.
- This position will be reviewed on a yearly basis.

Hours

Current plan (subject to change) is to have position cover the following hours:

Sunday 6:00 AM – 1:00 PM

Hours will need to be flexible, depending on occupancy.

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 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 be 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.

Applicant

Date