



### Job Description

<b>Job Title:</b> Event Support	<b>Revision Date:</b> June, 2019
<b>Department:</b> Facilities	<b>Job Classification:</b> Non-exempt

**Position Overview:** This position is responsible for maintaining facility cleanliness, providing event support through setup and teardown, and opening/closing/securing the building to ensure that daily operations can be carried out throughout the facility.

#### **PRIMARY AREAS OF RESPONSIBILITY**

##### ***Open and Close Entire Facility (10%)***

- Disarm security alarm and unlock all necessary gates and doors to ready building for daily operations
- Arm security alarm and lock all gates, doors, and windows to secure building for close

##### ***Set up for and Support Events (40%)***

- Follow written or drawn instructions for room setup requests
- Move and arrange tables, chairs, and other requested resources
- Vacuum, empty trash, and clean rooms
- Provide assistance and support to event personnel and room users

##### ***Maintain General Cleanliness of Entire Building (50%)***

- Regularly vacuum and clean carpets
- Clean rooms, restrooms, etc.
- Sweep, mop, and dust
- Clean windows and other surfaces
- Help maintain grounds, landscaping
- Assist with any issues that come up during operational hours, i.e. toilet overflowing, spills, etc.
- Perform any other duties as assigned by Director of Facilities

#### **REQUIREMENTS**

- 18 years or older
- Detail-oriented
- Proficient in both written and spoken English
- Able to work efficiently and productively without direct supervision
- Able to focus on and follow routine work effectively
- Able to follow room setup procedures and diagrams
- Able to consistently lift and carry heavy objects (25+lbs.)
- Able to function effectively as a team member to accomplish desired results

#### **REPORTING RELATIONSHIPS**

- ***Immediate Supervisor:*** Director of Facilities
- ***Supports:*** Northshore staff and volunteers, local community
- ***Partners with:*** Facilities Staff

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the church.