

Job Description

Facility Hospitality Support Staff

1-30-23

**Apply to: [JimT@coh.net](mailto:JimT@coh.net)**

**Purpose:** To serve and strengthen ELPC congregational life and ministry by providing a gracious welcome to all who enter our church building, while being a resource both for the hospitality and efficiency related to our church programs and the overall security and safety of those within our facility.

**Job title:** Facility Hospitality Support Staff

**Department:** Facilities

**Work Location:** On site - East Liberty Presbyterian Church

**Pay:** \$15/hour starting salary

**Reports to:** Floor Supervisor

**Full-time**

**Non-exempt**

According to the schedule, procedures, and priorities established by the Floor Supervisor (in keeping with the oversight of the Director of Facilities and goals set forth by the Session),

**The Facility Hospitality Support Staff Primary Duties:**

- A) In coordination with the FA and other Hospitality/Security Personnel, they will staff the hospitality desk as well as be available for periodic rounds within the building.
- B) While at the desk, they will receive incoming calls, answer questions, and provide information about church events. They will greet all who enter through the exterior doors and as appropriate have people sign in. They will remain alert to the movements of people both entering and leaving the building.
- C) They will also take accurate messages and route calls to appropriate staff members. They will be knowledgeable about which staff members are currently in the building.
- D) They will receive training on the church computer system and may be asked to assist with simple clerical or administrative support tasks.
- E) They will be familiar with the premises and with procedures related to emergency situations, including fire, medical crises, or threats to property or individuals. They will show initiative in responding to emergencies, including calling 911 or emergency services as needed.
- F) They will be in communication with other church staff through the phone system and walkie-talkie equipment.
- G) In making rounds of the building, they will follow the protocols established by the Floor Supervisor and Director of Facilities related to safety, energy efficiency, and security for the premises.

All Facility Hospitality Support Staff will be cross trained with the Facility Custodial Support Staff Duties. **Facility Hospitality Support Staff List Secondary Duties:**

- A.** Clean and sanitize all washrooms/restrooms, shower facilities, and kitchen/kitchenette areas; replenishing supplies as necessary. Perform upkeep/Trash collection for the church ground as directed.
- B.** Provide for the set-ups of classroom and meeting rooms (e.g., setting up tables, chairs, A/V equipment's, and whiteboards.
- C.** Clean and Maintain the Sanctuary, Chapel, and Social Hall worship spaces including dusting, vacuuming and replenishing supplies in the pew etc. Assist in the removal of ice and snow from sidewalks, steps, parking lot, and grounds as directed.
- D.** Provide support for both the church kitchen usages and Communion set-up/clean-up responsibilities. Be available to assist as needed for special events (e.g., concerts, weddings, funeral etc.) or other duties whether on Sunday morning or during the week as defined/required/needed.
- E.** Clean all offices, meeting & classrooms, specialty rooms (e.g., gym, bowling alley, nursery/childcare suite, robing rooms, etc.) in a timely, efficient, and proactive manner.

**Position Requirements and Qualifications:**

- High school diploma or equivalent.
- At least one year of housekeeping experience or related employment.
- Act 33/34 clearances – and any additional screening needed as per Child Safety Policies.

**Competencies:**

- Embracing and promoting Equity, Diversity, and Inclusion
- Serve as a resource for the program and administrative staff of ELPC. They are expected to be collegial, flexible, self-motivated, and respectful of one another and those using our church building.
- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large.
- Comfortable working within a progressive congregation of the Presbyterian Church (U.S.A.).

**Physical Requirements:**

- Must be able to physically do the job, which includes frequent standing, bending, walking, and lifting 50 pounds or more.

**Evaluation**

Conducted by the Floor Supervisor in consultation with the Human Resources Committee.

**Disclaimers:**

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a zero-tolerance policy and this statement applies to all employees and applicants for employment and contractors.