

SUNSET CHURCH POSITION DESCRIPTION

POSITION TITLE: Ministry Host

INCUMBENT:

REPORTS TO: Facility Manager (Myra Gassner)

DATE REVISED: January 31, 2022

FLSA: TEMPORARY, Thursdays-Saturdays, 2-9/10pm

PHILOSOPHY

Sunset Church is a community of people, connected to each other and committed to making disciples of all the nations – who are becoming transformed into the likeness of Christ. The Ministry Host must be committed to Jesus Christ and the work Christ is doing at Sunset Church, along with being in agreement with these values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

POSITION SUMMARY

The temporary Ministry Host is responsible for preparing rooms, supporting ministry activities and external events that occur in the building and grounds. This person should have the following gifts of Service, Helps, Hospitality and Stewardship by caring and improving building and janitorial maintenance and keep the overall building appearance clean, safe, and comfortable environment. Should have some professional cleaning experience or familiar with cleaning products and equipment.

POSITION RESPONSIBILITIES

- Review Planning Center Event Schedule two weeks in advance
- Complete setup and teardown rooms based on daily Planning Center Event Schedule
- Setup HDTV's and portable AV system with minimal AV support
- Daily task includes overall cleaning by mopping floors, vacuuming, collecting/removal of trash and recycling, clean windows and doors, dusting fixtures
- Maintain the lobby and common areas of the building
- Daily unlock interior doors as needed and disarm building alarm
- Daily lock all interior/exterior doors and arm building alarm
- Service restrooms includes sanitizing, cleaning, mopping, restocking of supplies
- Complete work orders including but not limited to, moving furniture, perform miscellaneous furniture and equipment repairs, change interior lights
- Painting projects include, minor sheetrock repairs, sanding, and paint
- Service the parking lot area of trash as needed
- Seasonal work deicing walkways with minimal clearing of snow or leaves
- Pressure wash walkways, sidewalks and curbs as needed

SUPERVISION EXERCISED

No supervisory responsibilities or oversight of volunteers.

WORKING CONDITIONS – Various Shifts

- Approximately 30-hour work week
- Days include Thursday through Saturday
- Hours are 2 pm – closing/9 to 10 pm
- No travel is required
- Must be able to lift 30 lbs
- Physical stamina and ability to work outdoors

KNOWLEDGE, SKILLS AND ABILITIES

- Good interpersonal skills
- Ability to work autonomously and collaboratively
- Good organizational skills
- Time management
- Use of equipment e.g., scissor lift, pressure washer, handheld power tools
- Knowledge of Word, Excel, and Planning Center

REVIEWED BY:

| | |
|--------------------------|---------------|
| _____ Employee | _____ Date |
| _____ Supervisor | _____ Date |
| _____ Human Resources | _____ Date |