

SUNSET PRESBYTERIAN CHURCH POSITION DESCRIPTION

POSITION TITLE: Ministry Host

INCUMBENT:

REPORTS TO: Lead Ministry Host

DATE REVISED: September 21, 2023

FLSA: Part-time

PHILOSOPHY

Sunset Presbyterian Church is a community of people, connected to each other and committed to loving our world through faith in Jesus Christ, who are experiencing the life-changing power of that faith, who are expressing Christ's love through serving, and who are actively reproducing these values through mentoring and investing in others. The Ministry Host must be committed to Jesus Christ and the work Christ is doing at Sunset Presbyterian Church (SPC) and agree 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 Presbyterian Church.

POSITION SUMMARY

The Ministry Host is responsible for opening and preparing rooms, supporting ministry activities and external events that occur in the building and grounds and general custodial duties. 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 environment clean, safe and comfortable. The applicant should have some professional cleaning experience or be 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
- Overall cleaning by mopping floors, vacuuming, collecting/removal of trash and recycling, cleaning windows and doors and 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 including sanitizing, cleaning, mopping, restocking of supplies.
- Complete work orders including but not limited to, moving furniture, performing miscellaneous furniture and equipment repairs and changing interior lights.
- Painting projects including minor sheetrock repairs, sanding and painting
- Service the parking lot area for trash as needed.
- Seasonal work deicing walkways with some 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 16 - 40 hour work week as needed
- Days vary from Sunday through Saturday
- Hours may vary according to schedule but would be between 7:30 am and 9:30 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