

## **EVENT SUPPORT STAFF (PART TIME)**

An Event Support Staff member resources our staff and volunteers for effective ministry by performing day-to-day tasks necessary to set up and care for all activities, events, meetings, and classes, and by ensuring facilities are well-maintained, secure, clean and well-stocked.

## **RESPONSIBILITIES**

### **Support Events Throughout the Facility**

- Stay current with campus activities and resource requirements using the scheduling system
- Perform assigned tasks – opening/closing facilities, event set-up (including “hospitality”) and takedown, cleaning, supply restocking and interim restroom cleaning (cover for large events)
- Provide support for limited media services
- Maintain the condition of department resources to a high standard of functionality, safety, and aesthetic appeal
- Keep storage locations clean and orderly
- Uphold all OSHA safety regulations and report any non-compliance

### **Utilize Key Organizational Systems to Support Events**

### **Train Volunteers to Assist with Facility Care**

### **Complete Other Duties as Assigned by Supervisor**

### **Provide Effective Communication with Facilities Services Team**

- Manage radio, phone, email, voicemail, and communication requests in a timely, thorough manner
- Demonstrate professionalism and a service-orientation in all interactions
- Meet with Event Staff Supervisor on a regular basis to coordinate, communicate, train, and review scheduled resource requirements and provide feedback

### **Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

### **Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership
- Accept and uphold CHCC’s Essentials of Our Faith

## **REQUIREMENTS**

- High School Diploma or GED
- Must be able to lift 100 lbs.
- Must have no difficulty walking distances
- Available to work weekends and holidays as needed

**POSITION TYPE:** Part-Time

**HOURS PER WEEK:** 20, Thursday, Friday and Sunday