



EVENT SUPPORT STAFF ROLE DESCRIPTION

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

RESPONSIBILITIES

Support Events Throughout the Facility

- Stay current with campus activities and resource requirements
- 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
- Uphold all OSHA safety regulations and report any non-compliance

Utilize Key Organizational Systems to Support Events

Manage Emergencies According to Established Protocols

Report Any Equipment or Facility Problems

Report Hours and Request Time Off Through Paycom Payroll System

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 on behalf of the Facilities Services Department

Perform Other Duties and Tasks As Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Provide Effective Communication with Facilities Services Team

- Manage radio, phone, email, voicemail, and communication requests in a timely, thorough manner
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Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Attend Department and All-Staff Meetings

Demonstrate Commitment to Cherry Hills Community Church

POSITION TYPE: Full-Time, Non-Exempt

HOURS: 40+