



## 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

### Warmly Welcome and Serve Staff and Guests

#### Support Events Throughout the Facility

- Stay current with campus activities and resource requirements
- Set up tables and chairs before an event
- Tear down and put away tables and chairs after an event
- Make sure trash is emptied and room is clean prior to, and after events
- Stock hospitality
- Provide support for limited media services

#### Perform Cleaning Duties as Needed

- Empty trash as needed around campus
- Clean windows
- Clean worship center/cry rooms (floors, seats, windows, glass) when needed
- Spot clean floors when needed
- Keep entries, vestibules, walkways clean (tumbleseeds, ice melt, leaves, etc.)
- Clean/Organize kitchen area
- Vacuum Prayer Room
- Provide interim restroom cleaning (cover for large events) and supply restocking

#### Perform Building Close Procedures at the end of the Day

- Ensure all exterior doors and entries are fully closed and locked
- Ensure main hallway doors are closed and locked
- Go room by room, turn off lights, and ensure things are put away in their place

#### Perform Facilities Support Duties as Needed

- Maintain storage spaces in a clean and orderly fashion
- Snow team support
- Uphold all OSHA safety regulations and report any non-compliance
- Report any equipment or facility problems

#### Utilize Key Organizational Systems to Support Events

(E-Space, Operations Calendar, Help Desk, Paycom, Security System, and Fire System)

#### Manage Emergencies According to Established Protocols

- Manage fire alarms according to "Fire Protocol"

- Carry out the CHCS “Standard Response Protocols” as needed

### **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
- Demonstrate professionalism and a service-orientation in all interactions
- Meet with Event Services Supervisor on a regular basis to coordinate, communicate, train, and review scheduled resource requirements and provide feedback

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

### **Report Hours and Request Time Off Through Paycom Payroll System**

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

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Facilities Services Director
- Attend department meetings when requested by supervisor

## **WHO WE ARE**

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

## **WHO YOU ARE**

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

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

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

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold CHCC's [Statement of Our Faith](#)

## SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role:

Craftsmanship  
Helps

## REQUIREMENTS

- Must be 16 years of age or older
- Must be able to lift 40 lbs
- Must have or be working toward a high school diploma

**SUPERVISOR:** Event Services Supervisor

**POSITION TYPE:** Part-Time, Non-Exempt

**HOURS PER WEEK:** 10 -20 hours / week

**HOURLY RATE:** \$12.56/hour

**BENEFITS:** Paid sick time