

JOB ANNOUNCEMENT

ST. MARGARET OF SCOTLAND CATHOLIC CHURCH

Omega Room Manager—Part-Time

St. Margaret of Scotland Catholic Church is seeking an individual to manage events for their Omega Room. The job is Part-time for Weekend events only.

- This position is non-benefited.
- Pay: \$175 per event.
- **Duties include:**
 - Open the room 1 hour prior to start of the event and close the room at the end of the event.
 - Receives copies of all signed contracts for all events.
 - Coordinates and schedules cleanup crew and security for each event.

Prior to start of event:

- Conduct inspection of the room with the authorized user (individual who signed the contract) to sign off on room set up and cleanliness.
- Remind user of room etiquette, policy and procedures as outlined in the agreement as necessary.

During the event:

- Responsible for monitoring the stair well near the stage that leads up to the church and in the church to ensure no unauthorized access

At the end of the event:

- Ensure all event attendees have exited the room at the end of the event.
- Conduct inspection of the room with the authorized user (individual who signed the contract) to review and sign off on Cleanup Checklist (1 hour after the end of the event).
- **Oversee clean up crew:** Cleaning crew is responsible for parking lot cleanup, cleaning bathrooms, replenishing paper products, empty all trash, move trash to the dumpster and set up for the next day, if necessary.
- Responsible for securing all storage closets, omega room office, stair wells up to the church and the building after clean up.

Further information on Job to be discussed during interview.

RETURN RESUME TO: ST. MARGRET' S ADMINISTRATIVE OFFICE
410 ADDISON ROAD, CAPITOL HEIGHTS, MD
APPLICATION DEADLINE: 4:00 P.M. FRIDAY, JULY 20, 2018