



## **JOB DESCRIPTION FOR FACILITIES ROOM SETUP & PREPARATION**

(17 February 2020)

**Primary Function:** Provide cleaning, maintenance, setup and tear down for activities and events on the property and in the facilities of Ridin' for the Brand Cowboy Church.

### **Requirements:**

- Born again Christian with an active daily walk with Christ
- Supportive of the mission, values, events & activities of RFTBCC
- No habits that would damage the cause of Christ or the testimony of His church
- Be willing to submit to background checks
- Be willing to submit to drug & alcohol testing, if requested
- Available to work approximately 10 - 12 hours per week, per agreed upon scheduling of events and activities

### **Skills Needed:**

- Physically able to move chairs, tables, supplies and equipment for set up and tear down prior to and following activities and events
- Good communication skills that will allow for accurate setup arrangements and timely scheduling / preparation for events and activities
- Ability to evaluate maintenance needs and communicate those needs to pastor, elders and team leaders

### **People Skills Needed:**

- Be able to handle projects & tasks with courtesy, kindness and respect toward others
- Be friendly, welcoming and respectful to all people
- Demonstrate patience while people describe their needs or ask questions

### **Duties:**

1. Maintain an ongoing awareness of the calendar and schedule for events and activities
2. Refer to prepared sketches of room set up arrangement for routine week in / week out gatherings for when and how to set up for meetings, events and activities.
3. Assure that applicable areas of the buildings and property are prepared for upcoming meetings, as well as regular and special events / activities:
  - Cleaned
  - Stocked with paper goods and supplies
  - HVAC system set appropriately
  - Set up, per description provided by those conducting the meeting, event or activity
    - Tables and chairs
    - Audio / Visual equipment
    - Necessary equipment for serving beverages and/or food
  - Utilize RFTBCC volunteers / volunteer groups for larger tasks, heavier lifting, etc.

(over)

4. Assure, or make arrangements for, accessibility to areas of property or buildings to be used for specific meetings, events or activities
5. Following each meeting, event or activity, empty trash receptacles, sweep and mop as needed, return equipment to its regular or storage location, and set up the area for the next meeting to take place in that location.
6. Secure the buildings at the end of each meeting / activity
7. Maintain orderliness and cleanliness of storage areas
8. Report facility / property needs (repairs, re-stocking of supplies, maintenance needs, etc.) to the pastor or elders.

**Salary Range: \$10 – 15 / hour:**

- Commensurate with qualifications & experience



## WEEKLY SCHEDULE FOR FACILITIES ROOM SETUP & PREPARATION

(17 February 2020)

### For Sunday:

- Kids' Korral Building
  - Back Rooms
  - Front Room
  - Rest Rooms
- Main Building
  - Entrance Hallway
  - Kids' Korral Room
  - Worship Area
  - Nursery Room
  - Rest Rooms
  - Sidewalks

### For Monday:

- Kids' Korral Building Front Room, for Men's Catch Pen Bible Study, Evening

### For Tuesday:

- Kids' Korral Building Front Room, for Alcoholics Anonymous Meeting, Evening
- Worship / Stage area for Branded Hearts Band Practice, Evening

### For Wednesday:

- Kids' Korral Building
  - Front Room, for Mid-Week / Co-Ed Bible Study
  - Back Room, North Side, for Coffee, Snacks, Fellowship