

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Sunday Operations

Summary: The Sunday Operation position contributes to the mission of Bethany North by setting up and tearing down of church equipment on Sundays as well as providing safety and security during worship services.

Location: Bethany North

Reports to: Senior Associate Pastor

FLSA Status: Non-exempt, Part-time

KEY RESPONSIBILITIES

- Unload and load the truck, set up and tear down equipment and signage
 - Keep truck clean and organized
 - Secure equipment in truck properly
 - Set up and deliver tables to designated areas
 - Set up The Commons (hospitality and welcome areas)
 - Set up Family Ministry check-in stations
 - Set up Family Ministry classrooms
 - Place signage in parking lots
 - Assist in maintaining items regularly used on Sundays (tables, furniture, signage, carts, etc.)
- Maintain a safe and secure environment through observing activity at Shorewood High School while focusing on friendly engagement with church attendees
 - Observe and report any suspicious activity, threat, or unauthorized occupants to staff
 - Assist with evacuation
 - Fill out Safety Report, as needed
- Perform general duties as a member of the Sunday Operations Team
 - Interact with members of the community positively, in greetings and passing
 - Rearrange room setups, as needed
 - Assist coffee volunteers, as needed
 - Keep facilities spaces and carts clean and organized, assist with inventory control
 - Assist guests as needed/requested
- Participate as a member of the Bethany North and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Attentive to detail and conscientious
- Ability to prioritize workload and meet deadlines
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- High school diploma or GED preferred but not required

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical schedule is Sundays, 7:45am–12:45pm
<i>Physical Demands:</i>	This role is very active and requires regular walking, standing, lifting, bending, and other repetitive motions in order to fulfil the duties of the position. Must be able to lift up to 40 lbs and carry 25 lbs. Duties can require pushing equipment up to 50 lbs.
<i>Working Conditions</i>	Non-smoking building and environment
<i>Compensation:</i>	Dependent on experience

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.