

JOB DESCRIPTION: Host

Reports to: Logistics Coordinator

Part time Position – Starting Pay: \$12, Up to 20hrs per week

Position Summary:

This position is responsible for hosting the building and related areas. Quality customer service will be provided to our guests at all times. Knowledge or willingness to learn proper cleaning techniques is essential. This person will coordinate the experience for the Community Center to ensure that a friendly, welcoming and community minded experience is provided to all those who walk through the community center.

NOTE: Hosts can be assigned janitorial shifts in the event of low staffing or large events.

What To Expect From Us:

- Coaching and support for your God-given ministry.
- Clear expectations.
- A leadership team committed to being lead by God and committed to impacting our communities.
- A leadership team that trusts you.
- A work environment that will challenge and inspire you to be the best follower of Christ, spouse and parent you can be (Jesus first, then spouse, then family...then ministry).
- A church that encourages your giftings.

What We Expect From You:

Personal Characteristics

- Engaging personality that connects well with the community and your team.
- Clear personal and professional vision.
- Good recruiter and trainer of others.
- Be a team player that can follow and lead.
- Sets example and serves as role model in personal life.

Host Responsibilities

The Community Center hosts will provide a presence in the building during business and non-business hours and on weekends. Hosts will provide the very first impression to our guests. Hosts are expected to be committed to the mission of 2|42 and familiar with the various Ministry Teams, Small Group Networks, and Sunday morning programming. Hosts should feel confident to escort individuals and families through the building to help them connect with weekend ministry programs.

- Setup/Teardown for events
- Prepare/greet and assist guest during rental events and walk in activities
- Provide a safe environment by regularly inspecting all areas of the Community Center, monitor cameras on reception computer.
- Act as a Point of Contact for information on 2|42 Church and the Missional Businesses.
- Open and Close the building through procedures (doors, closing, alarm, etc.)
- Be able to open/close bowling lanes and assist with shoes and bowling balls.
- Be able to clearly explain the mission of 2|42 Community Church and our Community Center feature.
- Manage Emergency Operations:
 - Fire and fire alarms
 - Medical emergencies CPR, First Aid & AED.
 - Severe weather events
 - Fire Suppression equipment
- Hosts are expected to assist with routine janitorial responsibilities as necessary when time permits. (Whatever it takes attitude).

As a Staff Member (host)

- Meet Leadership Expectations
 - A Christ Follower (Baptized)
 - A consistent attender of 2|42 for at least one year
 - Have attended the StepOne Class
 - Participation in a Small Group
- Warm friendly personality
- Gifted in Hospitality

Goals

- Work with the Director Of Logistics & Facilities lead to help set & achieve term goals and who will also hold you accountable to our shared goals.

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and interpersonal skills. Good client/customer service skills.
- Ability to follow oral and written instructions. Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.
- Ability to climb and work off a 6 ft or shorter step ladder.
- Must exhibit the ability to communicate with the staff and co-workers in an appropriate and ethical manner.
- Willingness to work extra hours when necessary.

PHYSICAL DEMANDS: The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift. A medical physical is required for employment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Agreement:

The undersigned understands and agrees to the Expectations of the job description above. Any significant changes to these expectations shall be done in writing and agreed upon.

Director of Logistics/Facilities Lead

Date

Host (Print Name)

Host (Signature)

Date