



Job Description

- Title:** Evening Front Desk Attendant
- Purpose:** Plays a vital role in ensuring the safety and security of the congregation, staff, and property during evening events and activities. This position is the primary point of contact for individuals entering the building and is responsible for controlling access, monitoring the premises, and providing a welcoming yet secure environment. Duties include limited custodial care.
- Supervision:** Reports directly to the Facilities Manager
- Status:** This is a part-time non-exempt position, with an anticipated average regular work schedule of 16-20 hours per week
- Benefits:** Paid Sick Time (PST), prorated based on annual forecasted work hours (one PST hour for every 30 work hours). Medical benefits are not provided.

Education, Experience and Skills Required:

- High school diploma or equivalent required
- Previous experience in security or a related field is preferred
- Self-motivated, resourceful, well organized, and courteous demeanor
- Must possess strong ethics, integrity, and a commitment to serving the church community
- Excellent verbal and written communication skills, with the ability to remain calm and professional in stressful situations
- Strong attention to detail and surveillance and observation skills
- Willingness to undergo required training, such as first aid/CPR certification and church-specific safety/security training
- Successful completion of a comprehensive background check is required

Key Responsibilities:

Facilities Security

- **Access Control:** Monitor and control main entry/exit point during scheduled evening hours and events
- **Youth Check-out:** On evenings that involve youth, assist with check-out process ensuring all minors are accounted for prior to closing the building
- **Greeting and Assistance:** Serve as a friendly, welcoming presence for all members, visitors, and staff, offering directions, answering questions, and providing general assistance as needed
- **Surveillance and Monitoring:** Maintain a visible presence and monitor surveillance cameras to deter potential threats and identify suspicious activity



GROSSE POINTE MEMORIAL CHURCH

a light by the lakeshore

- **Emergency Response:** In the event of emergencies or security incidents, act as a first responder, following established emergency response protocols, including notifying appropriate authorities (police, fire department, etc.) and assisting with evacuation procedures if necessary
- **Documentation and Reporting:** Document all incidents, security breaches, or concerns in a shift report and communicate them to the Facilities Manager
- **Safety Assurance:** Ensure all doors and windows are properly secured and building alarm is set at the end of the shift or event. Report any building hazards or maintenance issues promptly.
- **Policy Enforcement:** Ensure that all church security policies and procedures are followed by visitors and staff

Custodial Care

- Maintain cleanliness of first floor areas located near the main entrance
- Perform cleaning of restrooms and restocking of supplies (paper towels, soap, etc.) to ensure hygiene and readiness
- Clear snow and ice from main entryway to ensure safe access during inclement weather

Working Conditions

Physical Demands

- Requires frequent sitting, standing, walking, and climbing stairs
- Must be able to lift and carry objects weighing up to 25 lbs

Work Environment

- Work is performed primarily inside the main church building and around the building exterior
- Occasional exposure to outdoor elements and varying temperatures is required for groundskeeping, trash removal, and seasonal tasks like snow shoveling or salting walkways
- May involve handling cleaning chemicals or ice-melt products, requiring adherence to safety protocols and the use of personal protective equipment (PPE)

Work Schedule

- The position primarily works during weekday evening hours (e.g. 4:30pm-9:30pm) but may occasionally work on weekends. The role requires flexibility to adapt to the church's event schedule

This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church as it affects the ministry and mission as a church.