

JOB OPENING:

Zion Service Attendant

Job Function: Provide operational support to the church after regular office hours and before building closing. Also provide operational support on Saturday and Sunday during meetings, services, rehearsals, and events.

The operational needs of the church are:

- To provide support for our members and guest and ensure that building contents are secure during meetings, events, etc.
- To ensure church policies are being followed, such as no food or drinks except in designated areas, no running in buildings, proper use of elevators, etc. are being followed
- To secure building at the end of day by turning off all lights, making sure all windows and doors are closed, locked and security system is ready to arm.

Primary Responsibilities:

1. Unlock doors for meetings, events, services, etc.
2. Ensure that lights are turned on in areas needed and off in areas not in use.
3. Adjust thermostats for room comfort
4. Monitor front entry doors (Give directions, offer assistance).
5. Provide escort to vehicle (when requested).
6. When time permits, set up and break down furnishings in classrooms and fellowship hall.
7. Understand the operation of Fire/Security System, monitoring and notification of Police/Fire Department
8. Notify Operations office of any problem areas, equipment breakage and safety issues.
9. Notify Operations Manager and/or Church Administrator during any emergency alarm.
10. Patrol all facilities and grounds to observe any unusual activities or conditions.
11. Other duties as assigned.

Knowledge and Skill Requirements:

1. Must have High School diploma or GED.
2. Must be responsible and dependable.
3. Must be able to work well without supervision.
4. Must have good people skills and conduct themselves appropriately for a church environment
5. Must have Drivers Licenses and in good standing with insurance company and State of Georgia.
6. Must pass security background check.

Submit resume to: thomas.bouvay@zbcmarietta.org.