

# The First Unitarian Society of Milwaukee

A Unitarian Universalist Congregation

Established 1842

## JOB DESCRIPTION – FACILITIES ASSISTANT

Rev. 8/30/17

**SCOPE OF THE JOB:** Under direction of the Facilities Manager, assist users of the church facilities in conducting their programs, as well as provide security for the facilities, including but not limited to:

- Provide set-up for meetings and events (including audio visual equipment) as directed by Facilities Manager.
- Represent the church to users of the building, answering facilities questions, and providing assistance as needed.
- Manage the facilities for some Sunday services including: opening buildings, sanctuary set-up, lecture set-up, assisting with coffee set-up and clean-up, straightening up after services.
- Provide security for facilities on some weekday evenings, some Saturdays, and some Sundays including some monitoring of the front door and closing procedures.
- Be available on a \$50 per event honorarium basis (events entailing 1-4 hours work), to provide services for groups which meet outside regular hours (e.g., wedding rehearsals, Saturday night receptions or concerts).
- Miscellaneous office and custodial tasks as directed by the Facilities Manager (e.g., snow shoveling, stuffing envelopes, watering plants, straightening kitchen, running the vacuum cleaner, running dishwasher, etc.)

### SCHEDULE:

Average 17 hours per week. The other Facilities Assistant works complementary hours to complete building coverage:

- 2 weekday evenings per week, 4:30 PM – 9:30 PM
- alternating each weekend: Saturday, 10:00 AM - 5:00 PM  
Sunday, 7:30 AM - 3:30 PM

### QUALIFICATIONS:

- Dependability. This job requires that you show up when scheduled.
- Ability to work independently without close supervision. Other staff is often not available during this position's scheduled hours.
- Good judgment. Since staff is often not available, must be able to make good decisions on your own, and resolve minor conflicts.
- Customer service skills. Must be happy to serve users of the facilities, both members of the congregation and renters.
- Good communications skills. Good verbal skills with facilities users; ability to follow written directions and procedures; able to communicate in writing and verbally with supervisor.
- Confidence & diplomacy. Ability to politely question individuals who may not belong in the building, and enforce limits on users of the facilities.

## **OTHER**

- Willingness to work some evenings, 2 Saturdays/month, and 2 Sundays/month.
- Be comfortable with the Unitarian Universalist principles and programs.
- This position is not available to members or former members of the First Unitarian Society of Milwaukee.