



JOB DESCRIPTION

JOB TITLE:	Hospitality Attendant	DATE	September 2018
REPORTS TO:	Operations Director	DEPARTMENT	Hospitality

JOB PURPOSE:

To extend love in practical ways by efficiently and effectively completing tasks and responsibilities which support the creation of a safe and welcoming environment while assisting ministries, outside groups and persons to accomplish their goals.

DUTIES AND RESPONSIBILITIES

Events, Set up and Security

- Welcome and connect with walk-ins and users of the facility
- Assist people in finding their way around and connecting to the appropriate ministry/event
- Work with other team members and volunteers joyfully
- Patrol area and report any suspicious activity to ensure maximum security of building
- Secure / lockdown building as per patrol schedule
- Ensure proper setup and take down of rooms for events and functions - equipment, tables, chairs, etc.
- Ensure return of all equipment to secure storage facility when not in use
- Provide access as required for those conducting church business during or after hours
- Report any deficiencies and maintenance requests to ensure proper operation and safety of facility
- Record noteworthy items in the Logbook
- Performs work according to Shift Schedule Binder
- Performs related duties as required

Housekeeping

- Sweeping, washing and vacuuming floors
- Dust and glass cleaning
- Cleaning and tidying up of all areas of the washrooms, offices, kitchen, sanctuary, and general grounds
- Stock Giving envelopes and Connect cards in the Sanctuary
- Collect garbage outside as required
- Collect and dispose of garbage and recyclables
- Restock dispensers
- Performs work according to Shift Schedule Binder
- Performs related duties as required

KNOWLEDGE, SKILL, ABILITY			
<ul style="list-style-type: none"> • Good communication skills, both verbal and written • Ability to understand and effectively carry out oral and written instructions accurately • Ability to multi task with strong attention to detail • Ability to work within a team environment and independently with limited supervision • Ability to quickly problem solve and/or contact appropriate personnel for assistance • Ability to establish and maintain effective working relationships with staff and public • Ability to work effectively in pressure situations • Ability to prioritize and schedule work accordingly • Ability to able to lift 40 lbs 			
BEHAVIOURAL COMPETENCIES			
<p>Spiritual Focus: To live an authentic and growing Christian life</p> <p>CLA Focus: Ability and willingness to align one’s own behaviour with the overall vision and goals of CLA</p> <p>Service Focus: Desire to focus one’s efforts on discovering, meeting and serving the needs of the others as they align with the ministry focus and goals</p> <p>Results Focus: Desire for achieving a standard of excellence. Aware of how one’s role impacts the image of CLA</p> <p>Flexibility: Willingness to adapt to and work effectively within variety of diverse situations</p>			
QUALIFICATIONS			
<p>Completion of Grade 11. Up to six (6) months of related experience an asset or an equivalent combination of experience, education and/or training. First Aid/CPR/AED, Food Safe Certificate would be an asset.</p>			
SIGNED		DATE	
TITLE			

Note: This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.