

Redeemer East Harlem Ops

Position: Operations Staff

FLSA Status:

Band:

Department: Redeemer East Harlem

Reports to: Site Pastor

Hours worked: Hourly - 5 hours on Sundays, plus additional hours as needed for special events

Date: September, 2019

Position Summary: The REH Operations personnel will assist in providing weekly set and tear down for REH services and special events (Events will be communicated in advance)

Job Description:

Pre-Service

- Arrive at the time determined by supervisor to begin set up for weekly worship services (currently arrive by 8am)
- Empty and distribute to the contents of the REH storage closet to the appropriate areas of the worship location (i.e. sound equipment boxes and items to the auditorium, children's ministry and items to the children's area, etc)
- Work with volunteers and other staff to set up the auditorium, children's ministry areas, welcome center, and signage

Post-Service

- Immediately after service, begin tearing down and cleaning auditorium, children's ministry areas, welcome center, and signage
- Ensure the auditorium and children's ministry area is broom swept
- Take out all trash and recycling

Qualifications

- Must be willing to work within a church context and work in a manner appropriate to this setting
- Ability to lift boxes and items that are 20-30 lbs, as well as climb staircases
- Due to the nature of being a church plant, flexibility is essential.
- Flexibility on your Sunday shift (ie, willing to adjust Sunday routine as needed, between hours of 8-1... "to-do" list may vary)
- Must be able to commit to most Sunday services