

JOB DESCRIPTION FOR BUILDING MONITOR

Purpose: To be responsible for the security of the building. To be the “face” of UPC, providing a knowledgeable, welcoming presence, and ensuring access to UPC resources and security while people are present in the building.

Accountability: To the Office Manager and Staff Oversight Ministry Team.

Weekday Responsibilities

1. Check with the Office Manager in advance for information as to which groups will be using the building during the week or on the weekend.
2. At 5:00 PM, check the main floor and upstairs, securing and locking all outside doors and windows.
3. Check all classroom doors that are not in use, securing and locking all doors.
4. Walk through the building, making sure all people are out of the building, except those involved in specific activities.
5. Leave the courtyard door (by Fellowship Hall) unlocked and sit at this entrance, welcoming all who enter the building and make sure of their purpose.
6. At 8:45 PM, check the entire building, making sure all doors and windows are locked and that all people are out of the building. If any meetings are still in progress, inform the group that they must be out of the building by 9:00 PM. (If a group needs to be in the building past 9:00 PM, the group should make prior arrangements with the building monitor and with the Office Manager.)
7. When everyone has left the building, lock the courtyard door, set the security alarm system, and leave.

Sunday Responsibilities

1. Arrive by 8:00 AM and inspect the courtyard for trash. If courtyard cleanup is needed, contact the Facilities Manager.
2. Unlock the outside arcade and courtyard doors. Turn on lights as you go. Open Sanctuary door to hallway and turn on lights. Unlock the three rear doors of the Sanctuary, both Narthex doors and the doors to the stairwells leading from the Narthex to the basement. Make sure both the upper and lower lights for the stairwells are turned on. The light switch for the lower portion of the stairwells is located in the basement. Turn on the lights for both Narthex entry areas as well as the lights for the Sanctuary area under the balcony. Do not open Narthex courtyard or 22nd street doors until about 9:00 AM.
3. Place the folding “Handicapped Access” sign (located in the north Narthex entry) about 8 – 9 feet into San Antonio street to mark the handicap ramp at the curb.
4. Open all classrooms for Sunday school upstairs, Fellowship Hall, Parlor, Office and basement rooms.
5. Make coffee in Fellowship Hall coffee maker and in the coffee pot in the Faith and Life Sunday School class upstairs. Coffee should be started by about 8:30 AM. Put out cups, sugars, creamer, napkins and stirrers as needed.
6. Following worship, the “Handicapped Access” sign should be returned to the Narthex entry by about 12:30 PM. Also, by 12:30 PM the ushers should be finished cleaning up the Sanctuary. When everyone has left the Sanctuary, re-lock all doors and turn off all lights.

7. Check for any group meetings and let them know when you will lock the outside doors and remind them to be sure the doors shut and stay locked behind them when they leave. EXCEPTIONS: When there is a dinner, luncheon, reception, etc. and you need to leave before it is over, be sure to check with one of the Pastors to let them know that you are leaving so that one of them can be responsible for locking.
8. For Sunday evening UKIRK services, the building monitor should plan to arrive by 4:15 PM and stay until all UKirk participants have left the building. Follow responsibilities 5 – 7 under Weekday Responsibilities above.

Special Considerations:

1. The building monitor is an hourly paid employee, and thus is required to maintain a weekly timesheet of hours worked. The time sheet should be turned in to the Office Manager on a regular and timely schedule to be determined by the Office Manager.
2. The building monitor is required to be present for all events that take place outside of regular office hours or outside of the hours the building monitor is normally scheduled to cover church-related events.
3. In situations where the building monitor is not able to work a given shift, the Office Manager should be informed as early as possible (at least 2 days in advance except for situations of sickness or emergency). The Office Manager will arrange for a substitute building monitor.
4. The building monitor is not responsible for cleaning the kitchen in Fellowship Hall. However, the monitor will check and run the dishwasher as needed, and empty clean dishes from the dishwasher.

Hours/Compensation:

1. Since the use of UPC facilities varies somewhat from week to week, and even more so from season to season (summer vs. school year months), there is no set time schedule for the building monitor. **For this reason it is imperative that the building monitor be as flexible as possible as far as his/her work schedule is concerned.**
2. The building monitor is normally requested to be at work 30 minutes before the start of a scheduled activity and work until 30 minutes past the end of the last activity for the day.
3. On weekdays, when scheduled to work, the building monitor will normally need to be on-site by 5 PM. As outlined in the Responsibilities section, the monitor should expect all activities to be over by no later than 9 PM; however, the monitor is expected to be on duty until all parties have left the building.
4. On Sundays, the monitor normally works from 8 AM until around 2 PM and again from around 4:15 PM until about 9 PM when UKIRK is meeting.
5. The normal pay rate for the building monitor is set by Staff Oversight Ministry Team, with approval by Session.