ORGANIZATION: First Congregational Church Berkeley, 2330 Durant Avenue, Berkeley, CA 94704

JOB POSTED: September 1, 2022

POSITION TITLE: Evening Event Host

DEPARTMENT: Business Manager

LOCATION: Church Office/Durant Hall at First Church

STATUS: Non-exempt Office

SUPERVISOR: Kit Dunbar, Business Manager. kdunbar@fccb.org

PRIMARY POSITION PURPOSE: In the evenings, outside organizations rent our facilities for performances, meetings, or other activities. The Evening Event Host prepares the space, supports the group during the event, and cleans up the space after the event.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- This position will have a variable schedule, with the frequency of work depending upon the event schedule and the availability of the other event hosts. The work takes place in the evenings, as needed, 5 pm to 12 am. A host will typically have free time when they can read/study.
- Unlock doors; welcome and orient outside guests.
- Set up tables and chairs.
- Sweep and pick up litter around the church campus.
- Be available to answer questions.
- Put tables and chairs away and clean up the space after the event.
QUALIFICATIONS/EXPERIENCE REQUIRED:

The employee must work on-site, be fully vaccinated, and be able to lift 50 pounds.

SPECIAL REQUIREMENTS:

SCHEDULING NEEDS (TOTAL HOURS PER WEEK, DAYS, ETC.):
10-20 hours per week

HOURLY RATE:
Pays $18/hour

APPLY TO:
Interested candidates should submit their resume and cover letter with two references to kerriehein@gmail.com.

APPLICATION DEADLINE: Open