



DIOCESE OF DALLAS

All Saints Catholic Church	JOB DESCRIPTION
<u>Position/Title:</u> Staff on Duty	<u>Department:</u> Facilities
<u>Reports To:</u> Resource Coordinator	<u>Date:</u> May 2018
<u>FLSA Status:</u> Non-Exempt - Part-Time Daily/Evening/Weekend	

General Summary of the Position

The Staff on Duty will support All Saints Parish in its mission, in service of the Body of Christ. This position, under the general supervision of the Resource Coordinator, provides primary support and security to users of the Meadowcreek Campus during hours of operation; weekdays from 8:00 am to 9:00 pm, Saturdays from 8:00 am to 8:00 pm and Sundays from 7:00 am to 8:00 pm. Staff on Duty will perform related work, as required.

Essential Duties and Responsibilities of the Position

- Staff on Duty (SoD) will operate from the reception desk in the KLC Atrium.
- SoD will serve as the security contact and will make rounds during the shift.
- SoD will observe and/or permit entrance into the facilities and monitor destination sign in and sign out record book.
- Monitor and support scheduled events in the KLC, i.e. Fellowship Hall, gym, classrooms and kitchen.
- Will enforce food and beverage rules as needed.
- Administer verbal warnings for unauthorized activity/unsupervised children
- Will serve as the primary contact and responder for implementation of the Emergency Action Plan.
- Will unlock rooms for scheduled events.
- Will lock rooms and secure buildings at the end of each day.
- Answer phone, greet parishioners/visitors and provide information as needed.
- Registers parishioners and non-parishioners for Kamel Life Center membership.
- Collect fees and make deposits as instructed by Coordinator
- Assist with setups as requested
- Clean gym court floor daily or more often if required.
- Light janitorial duties as requested

Position Requirements

Knowledge, Skills and Abilities:

- Ability to be available for emergencies, as needed.
- Ability to maintain a cooperative attitude and effective working relationship with Parish employees, customers, volunteers and Parishioners.
- Ability to maintain confidentiality
- Computer competency (Elexio, Microsoft Word, Excel, email, internet)
- CPR/First Aid certification
- Working knowledge of Catholic Church
- Knowledge of various sporting activities
- Ability to work with little supervision, set priorities

Education and Experience:

- High School Graduate

Working Conditions:

- Average work week of 21-24 hours

NOTE: Position descriptions may be revised from time to time as required to serve the needs of the parish. Employees will be required to adjust to changes, additions and deletions to their position descriptions as soon as possible following the revision date.