

**Valley Community Baptist Church
Job Posting**

Position: Night Lock-Up

Department: Facility Department

Reports to: Facility Director

Hours: This is a part-time position. Compensation is for one hour of work per night, while lock-up duties typically take 20-30 minutes.

Available nights: Sunday, Monday, Tuesday, Thursday and Friday.
(Applicants would not have to work every night.)

Purpose: To ensure the building is secure and that all people have vacated the building after nightly events.

Primary Responsibilities:

1. Arrive at approximately 10 p.m.
2. Walk through the facility and make sure that all people have vacated the building.
3. Follow written instructions and walk-through procedures to ensure all entrances/exits are secured and free of objects.
4. Ensure that all interior classroom doors are closed and locked.
5. Ensure that all lights are turned off.
6. Report back any suspicious after-hour activities to the Facility Director.

Secondary Responsibilities:

- To make sure that all thermostats are set to correct temperatures.

Physical Requirements:

- The ability to work and function independently.
- The ability to be on your feet, and walk up and down stairs.
- The ability to speak and hear sufficiently to communicate over the phone.
- The ability to feel comfortable and safe while being alone.

Employment At-Will:

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

To Apply:

If you or anyone you know may be interested in this position, please forward a written cover letter, personal testimony, call to ministry and resume to Wayne Shelbrack at Valley Community Baptist Church, 590 West Avon Rd., Avon, CT 06001 or e-mail wshelbrack@valleycommunity.cc. No phone calls please.

March 2017