

Position Description

Title:

Security and Operations Team Assistant (“Security Assistant”)

Function:

The Security Assistant is responsible for supporting the work of the Operations Committee by carrying out certain security tasks Sunday morning and evening and at other times throughout the week, as outlined in this document.

Reportability:

The Security Assistant is reportable to the Director of Facilities.

It is understood that Security Assistant conforms to all policies and procedures in the Frederick Church of the Brethren Personnel Manual and the Salary & Benefits Handbook for Church Staff.

Responsibilities:

Sunday morning, starting at 7:00AM:

1. Unlock all exterior doors.
2. Turn on lights in main hallways and the chandeliers and side lights in the Sanctuary.
3. Check thermostat in the Sanctuary and side vents to confirm heat/cooling is occurring.
4. Turn on TVs near the Sanctuary, by the water fountain and by Room 205.
5. Set up the Multipurpose Room.
6. Call Randy Davis if there are issues with any of the above at (301) 748-1180.
7. Free to leave when all tasks are completed, approximately between 8:00 and 8:30AM.

Sunday evening, starting at 10:00PM:

1. Make sure all exterior doors are locked.
2. Make sure all lights are turned off.
3. Make sure all TVs are turned off.
4. Investigate any unusual situations that are detected, such as noise coming from behind a locked door, an unusual odor, water running in a bathroom facility, etc.
5. Call the Director of Facilities if there are any issues with the above.
6. Free to leave when all tasks are completed.

Other tasks, as available:

1. Assist the Director of Facilities in setting up FCOB rooms for special events.
2. Assist the Director of Facilities in taking down and re-setting rooms following special events.

Meeting Attendance:

There are no requirements for the Security Assistant to attend FCOB Member or Staff meetings.

Position Classification:

This is a part-time, non-exempt position requiring all tasks be carried out in the FCOB facilities.

Compensation and Benefits:

1. Compensation will be paid bi-weekly, on the basis of an hourly wage.
2. FCOB provides those benefits prescribed by law for part-time, non-exempt employees, including FICA and Medicare coverage and Worker's Compensation protection.