



## Facility Use Monitor

**Job Title:** Facility Use Monitor  
**Location:** Cross of Christ Lutheran Church, 411 – 156<sup>th</sup> Ave NE, Bellevue  
**Terms:** Variable schedule; 20-30 hours/week  
**Salary/Rate:** \$17-23/hour depending on experience  
**Requirements:** Work primarily evenings and weekends

**About us:** We are a church who is involved with our community, values hospitality, and welcomes all.

**About the role:** The successful candidate will be the liaison between the church and the community members and groups who use and rent our facility.

### Responsibilities:

- Stay up to date with scheduling calendar, communicated by Administrative Assistant
- Unlock building at scheduled time.
- Be present during set up and take down to answer questions and provide access to cleaning supplies and equipment storage.
- Provide supervision to make sure facility is cleaned to normal operating condition and ready for the next group/activity.
- Lock and secure building at end of facility use.
- Work closely with patrons to solve problems, meet needs and clarify expectations.
- Complete other functions as assigned and related to this position.

### Candidate

#### Requirements:

- Work effectively and communicate with the public and fellow employees
- Have strong organizational and interpersonal skills
- Have a spirit of hospitality
- Follow written and oral instructions
- Present a neat and professional appearance

### To apply:

Please send resume and cover letter to [personnel@crossofchristbellevue.org](mailto:personnel@crossofchristbellevue.org)