

**Position Title:** Greeter and Caretaker

**Reports to:** Facilities Manager

**Principal Function:** To provide a presence and means of hospitality at the Charlotte Street entrance of the Fredericksburg United Methodist Church (FUMC). Assists and/or directs guests and parishioners to meeting rooms and/or events. Patrols the grounds and building to maintain a safe and secure facility for the FUMC Ministries and helps coordinate and assist if an emergency arises.

**Hours of Duties:** Available 7 days a week from 5:30 p.m. till 9:30 p.m.

*Note: 2 or more individuals may share the position.*

**Specific List of Responsibilities:**

Greet staff, visitors and members in a professional manner upon entry into the building and in regular patrol of the facilities.

Periodically patrol the building grounds to assure a safe and secure environment.

Examine doors, windows and gates to make sure they are secure.

Make sure guests and parishioners are adhering to the FUMC Facilities Use Policy and the Safe Sanctuary Policy.

May be required to assist with injured individuals, call for fire, paramedic or police services.

Watch for and report irregularities such as fire hazards, leaking water pipes or any dangers that may endanger persons on church property.

Must be capable of clear and concise communications (written and verbal) for reporting incidents that have a bearing on FUMC or anything that could lead to legal actions by any persons that are on the church property.

May be responsible to expel persons for misconduct.

Report all building maintenance, custodial, or grounds maintenance to the Facilities Manager or his/her designee.

Perform these duties and others as assigned in a manner that furthers the mission and ministry purposes of FUMC.