



The Building Host fulfills a vital role in the life of Christ Church by maintaining clean, safe, and welcoming facilities; interacting with members and visitors in a courteous manner; efficiently providing furniture set-up and break-down to make events possible; and securing the property. The primary shifts are Saturday mornings (times vary) and Sunday mornings 7:15am-12:45pm. The Building Host also will be asked to work at evening and weekend afternoon events as they are scheduled, although these occasional shifts can be shared among other staff members.

### Responsibilities

- Set up and break down furniture and equipment for events, including but not limited to Coffee Hour, funerals, weddings, and other community gatherings
- Open and close the church for events; arm and disarm security alarm systems; ensure that the church and meeting spaces are well-lit and comfortable; review premises to ensure safety protocols are in place prior to closing the buildings
- Respond to visitors in a courteous and professional manner; inform visitors when they are in areas or engaged in activities that are not permitted
- Provide basic security during worship services and other gatherings
- Clean kitchens; support volunteers with kitchen duties as assigned, including but not limited to operating and emptying dishwashers and making large quantities of coffee
- Maintain outdoor areas before each event, including sweeping, washing, picking up trash, and disposing of waste; and seasonally, snow removal, stormwater, or sprinkler management
- Adjust heating and cooling systems as needed, following established protocol
- Report maintenance and inventory needs, including concerns about lighting, plumbing, HVAC, or kitchen use
- Read and reply to email and text communications
- Occasional meetings, trainings, or other tasks as assigned

### Qualifications

- Alignment with and commitment to the mission and values of Christ Church Detroit
- Willingness to submit to background check and be trained in Safe Church practices
- High school diploma or equivalent preferred
- Able to lift 50 pounds and climb stairs as required
- Able to perform, on a regular basis, moving tables, chairs, and similar items
- Able to use cleaning and maintenance materials and equipment safely
- Able to work cooperatively as a member of a team and independently; able to work tactfully under pressure

- Able to interact courteously and respectfully with diverse staff, volunteers, congregation members, visitors, vendors, and clients
- Able to communicate verbally and in writing in English; basic computer skills needed to read and respond to written instructions, schedules, notifications, and emails
- Attention to detail, and heart for hospitality
- Able to engage a variable work schedule, depending on events on the church calendar

Must be able to work weekends and holidays, including Christmas Eve, Christmas Day, and Easter, as assigned. Some evenings are involved as well.

Compensation: \$16/hour, 8-15 hours/week depending on events calendar

Interested? Send cover letter and work experience to the Rev. Emily Williams Guffey, Rector, at [emily@christcd.org](mailto:emily@christcd.org). No phone calls please. Christ Church Detroit is an Equal Opportunity Employer.