

## **Glaser Center On-Site Event Staff**

**Hours:** Part Time - Hours Vary

**Reports To:** Administrative Manager

**Start Date:** Immediate Opening

**Compensation:** \$14.00 per hour

**General Description:** **Responsible for overseeing building and equipment use by renters.**

- Building security during facility rentals including opening and locking the building
- Handling emergency and safety issues as they arise during facility rentals.

**Duties:**

- Set up and/or arrange tables, chairs and other equipment as contracted by facility renters.
- General clean up after facility rentals such as emptying the trash
- Other duties as assigned

**Qualifications:**

- Sound board and Lighting knowledge a plus
- Must be punctual and reliable
- Must be personable and have good communication skills
- Must feel comfortable interacting with minimal supervision

**Position Requirements:**

- Must be able to interact with others in spoken English
- Must be able to twist, bend and lift up to 50 pounds
- Must be able to complete electronic time sheet and communicate via email with supervisor
- Must be able to read and understand checklists and other operating manuals
- Must have valid documentation to work in the United States
- Must submit to background check and fingerprinting

**Application Process:** submit cover letter and resume to [hr@uusantarosa.org](mailto:hr@uusantarosa.org)

**Unitarian Universalist Congregation Santa Rosa 547 Mendocino Ave, Santa Rosa Ca 95401**

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