



Job Description

Position: Desk Handler

Primary Reporting Relationship: Elementary Admin Assistant

Classification: Part-time, Non-Exempt

Secondary Reporting Relationship: Bay Area Church Operations
Manager

Ministry Area: Bay Area Church and Christian School

Interfaces: Bay Area Church (BAC) and Bay Area Christian School (BACS) teachers and staff, volunteers, and other stakeholders as identified and appropriate.

Mission: To provide quality Christian education that will impact lives for now and eternity.

Job Purpose: To provide support for the BACS and BAC shared campus by moving desks, chairs, and tables to conform to the requested setups for specific BAC Sunday setup, BAC Wednesday setup, and BACS school classroom setup.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church and Christian School Statement of Faith and Standard of Conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Move desks, chairs, and tables to conform to the requested setups for specific BAC Sunday setup, BAC Wednesday setup, and BACS weekday classroom setup.
- Follow setup directions and be flexible to special situations and changes communicated by the BACS Elementary Administrative Assistant.
- Sunday setup: Any time after 4:00 p.m. on Fridays (sometimes required to work around activities scheduled on campus). The setups must be in place by 7:00 a.m. on Sunday mornings.
- Wednesday evening activities setup: setup can begin after 4:00 p.m. Setups must be in place by 6:00 p.m. and must be transitioned back to school classroom setup after 8:00 p.m. School setup must be back in place 7:00 a.m. on Thursday mornings.
- Monday Morning School Week setup: Set up for school any time after about 1:00 p.m. on Sundays. The setups must be in place by 7:00 a.m. on Monday mornings.

Qualifications:

- Must exhibit trustworthiness and responsibility to be a key holder.
- Must be at least 16 years old.

Physical Requirements and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required push and/or pull. The employee is frequently required to stand; walk; pull; kneel; lift; and reach with hands and arms. The employee is required to exert 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to have visual acuity to determine accuracy, neatness, and thoroughness of the work assigned.

I have received, reviewed and fully understand the job description for the position of **Desk Handler**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print)_____

Date_____

Employee Signature_____

Version 5.17.2019