



# Unitarian Universalist Fellowship of Raleigh

3313 Wade Avenue, Raleigh, NC 27607

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uufr.org

Job Title: Program and Facility Support Team Member  
Status: 6-12 hours per week  
FLSA: Hourly, Non-Exempt  
Direct Supervisor: Operations Director  
Compensation: \$21.00 - \$22.50 / hour

## Job Summary

This position is responsible for supporting Sunday Social Hours and/or Wednesday Night Dinner. Candidates will be considered who wish to fill both time slots or just one time slot.

## Core Competencies

- Familiarity and sympathy with the Unitarian Universalist tradition and values
- Models professionalism, integrity, compassion, and respect in all interactions
- Excellent organization and time management skills
- Excellent communication and interpersonal skills
- Ability to work both as part of a staff team as well as independently
- Ability to work with volunteers
- Commitment to increasing anti-oppression skills and intercultural competence

## Physical requirements

Ability necessary to safely and successfully perform all essential job functions and responsibilities, including but not limited to standing and walking for up to four hours, and lifting and carrying up to 25 lbs.

## Work Week and Location

This is an on-site position.

Standard hours for the Sunday Social Hour slot are 8:00 am to 1:00 pm. Employee will be expected to remain until all essential tasks are completed. Summer hours may vary.

Standard hours for the Wednesday Night Dinner slot are 3:00 pm to 8:00 pm. Employee will be expected to remain until all essential tasks are completed. This position runs from September through May.



## **Sunday Social Hour Responsibilities**

### On arrival:

- Unlock the following outside doors
- Set-up Peace Hall 201 for Chalice Chapel
- Set-up Founders Hall for social hour; tables, chairs, coffee and accompaniments, snacks
- Check with Operations Director to see if any additional set-ups are needed.
- Spot clean (vacuum/sweep) all floors as needed; reset or store any misplaced furniture; empty garbage
- Check all bathrooms and tidy up as necessary; restock supplies if needed
- Replace burnt out light bulbs

### During service and social hours:

- Assist baristas as needed, including preparing coffee
- Monitor all spaces (bathrooms included) and tidy up as needed
- Monitor parking areas and put notices on cars parked where they don't belong.

### Prior to leaving:

- Lock all doors on campus (check all doors, not just those unlocked at start)
- Turn out lights in any empty rooms
- Vacuum Founders Hall and wipe down tables
- Clean up kitchen – wipe down counters, turn off oven and dishwasher
- Check bathrooms and tidy up as needed
- Inform Operations Director if any repairs are needed

Other duties as assigned.

## **Wednesday Night Dinner Responsibilities**

### On arrival:

- Unlock downstairs main lobby & elevator lobby doors in Fellowship Hall
- Set-up Founders Hall for dinner
- If needed, unlock upstairs doors to Peace Hall, and set-up rooms as needed
- Check with Operations Director to see if any additional set-ups are needed.
- Spot clean (vacuum/sweep) all floors as needed; reset or store any misplaced furniture; empty garbage
- Check all bathrooms and tidy up as necessary; restock supplies if needed
- Replace burnt out light bulbs

### During dinner:

- Pick up food from restaurant/caterer if not being delivered.
- Set up food in Founders Hall
- Monitor all spaces (bathrooms included) and tidy up as needed
- Empty garbage as needed

### Prior to leaving:

- Lock all doors on campus (check all doors, not just those unlocked at start)
- Turn out lights in any empty rooms
- Vacuum Founders Hall and wipe down tables
- Set up Founders Hall for next event as requested by Operations Director
- Clean up kitchen – wipe down counters, turn off oven and dishwasher
- Check bathrooms and tidy up as needed
- Inform Operations Director if any repairs are needed

Other duties as assigned.

This position requires a valid drivers license and access to a reliable car or truck.