

Building Monitor Job Description

Shifts: 12 - 1:30, 1:30 - 3:00, 3:00 - 4:00

Upon arrival, please check in with Emily Fernandez and/or Karen Miller @ 12PM. You can find your lanyard on the sandwich board near the sign-in area. Please note that your job description can be found inside the lanyard. Please wear your lanyard during the shift. *Remember CHESSIE is a device-free zone for our kids, and we respectfully ask that it be a device-free zone for you as well while you are working. It is not possible to be on your phone and give the students your full attention.

Please familiarize yourself with the cleaning supplies in the closet at the top of the stairs inside the church building. There are also cleaning supplies downstairs in the boys bathroom closet; trash bags can be found in the church kitchen closet (2nd closet on the left on the top shelf) along with brooms and dustpans.

First, take 5-10 minutes and do a check of the building and wipe down the door handles, toilet levers, and faucet knobs in the 2 downstairs and 2 upstairs bathrooms and the front door to the church and the door to the Fellowship Hall. Please check paper towels to see if they need to be restocked (trifold towels are kept in the CHESSIE trailer), check trash cans in restrooms for overflow (you can step on the trash to push all the paper towels down to make room), check soap dispensers and refill if necessary, check toilet paper levels and restock (extra soap and toilet paper can be found either under the sinks or in the closet at the top of the stairs). Check the floors (especially around the toilets) for any spills or urine on the floor, please swiffer mop any major spills that you see. (swiffer mop in closet at top of stairs).

Following the cleaning, please man the door to the church, on the front porch area. Be at this station no later than 10 minutes after your shift starts. Once you have done a walk through of the building, your service "station" is on the front porch. Please assist staff as needed with moving children to class, keeping the porch clean and keeping a free and clear walkway. You will also work closely with the parking lot service parent, if any assistance is needed. It is important to ensure that younger students go through the doors upstairs to use the restrooms (unless they are teen staff helping in a classroom inside the upstairs church building). Life science & highschool students must use the bathrooms and the fellowship door downstairs (around the back of the church).. Redirect younger children to the upstairs bathrooms as needed. Younger children need to enter the church upstairs from the outside. There should not be students using the stairway inside to go from upstairs to down or vice versa. The service parent on the back patio will help ensure only older students are entering the building downstairs.

If the heat or the air conditioning is on inside the church, do not prop the downstairs or upstairs door open. It is too hard on the heating and cooling systems. If a spill inadvertently happens in the Fellowship Hall, please make sure it is wiped up immediately. The floor swells enormously when wet; this is one way we can bless Calvary Chapel.

This position is responsible for doing a “walk through” of the building every 10 minutes. As you did on arrival, please walk through the building and check to make sure no students are loitering or just hanging out in the foyer, the stairwell, the kitchen, or the fellowship hall.

CHESSIE has a “no electronics policy”. This includes cell phones. If a student has a cellphone with them, it needs to be zipped in their backpack and not used unless they are given permission by the CHESSIE staff. If you see a student using an electronic device, please ask if they have been given permission, if not, please keep it for them and give it to Karen Miller and she will return it to their parents when they are picked up.

Your support staff:

12-1:30 shift: Emily Fernandez (12 - 12:15), Karen Lemcke (back patio - 12:15 - 1:15), Rachel Hice (back patio 1:15 - 1:30)

1:30 - 3:00 Shift: Rachel Hice (back patio 1:30 - 2:00), ChristyLynn Flynn (back patio 2:00 - 3:00)

3:00 - 4:00 Shift: Rachel Hice (roaming from front to back), ChristyLynn Flynn (back patio / field)

***Karen Miller will also be around to help (1pm - 4pm) - Please save her number in your phone and you can call if there is an emergency or you need assistance for any reason - 804-240-2682*

Thank you for serving CHESSIE students and staff!