Position Title	**Chapel Setup/Reset Crew Member**		
Date Updated	9/8/22		
Dept Name	Diversity and Inclusive Development	Dept #	320
Contact	Campus Pastor	Email	chelseahostetler@multnomah.edu
Weekly Hours	Thursday mornings only at 8:30am to 11:30, occasional additional Chapel events		
Primary Physical Working Conditions	Common Area/Conference Room	Primary Location	Portland Campus
Position Summary	Set up and reset chairs in dining hall for campus chapels.		

Responsibilities

Duties will include both set-ups and resets for chapel

Properly care for resources storage areas

Delivery of resources including, but not limited to: tables, chairs

Other event specific tasks assigned when needed

Skills and Experiences gained from this position

Good customer service habits and proper etiquette

Strategic time management

Team dynamic, guest relations, and autonomous working style

Fast-paced, efficient work habits during periodic rushes and high demand tasks

Qualifications

Be able to lift up to 50lbs unassisted and stand for up to 3 hours at a time

Stoop, bend, and perform repetitive motions

Be willing to perform manual labor tasks

Have a flexible schedule and be available before and after Chapel

Possess a teachable attitude

Be a good team player

General Expectations for all Student Employees

Communicate with Co-Workers

Have good customer service

Follow through on tasks and details

Communicate with Supervisor

Manage time and prioritize while at work

Be on-time to work with no more than 5% absenteeism

Eligibility / Restrictions

Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks

Must be enrolled at least half-time to be eligible for this position

Apply

Online Application

Contact	Campus Pastor	Email	chelseahostetler@multnomah.edu