

Setting Up Chairs for Meeting for Worship Job Description

Qualifications:

The person employed to set up chairs requires
The ability to safely lift 15 pounds.
Be flexible with their time availability

Goal:

The chairs need to be in place by 9am each Sunday.

Time:

1-2 hours a week

General Summary of Weekly Tasks & Time Required:

15 minutes to run the dust mop over the floor if needed
45 -60 minutes to set up the chairs
15 minutes to check on bathroom needs
(replenish toilet paper, empty trash if needed)
15 minutes to clean hand prints from windows if needed

The employee will need to consult weekly with the Meetinghouse Use Coordinator about the building's availability for this work to be done.

The employee will be paid monthly. Work hours will be submitted monthly to their Supervisor and the Treasurer.

Rate of pay: \$15.00 an hour.

The Supervisor for this position will be either the convener of the Meetinghouse Committee or someone named by the committee.

Approved by the Meetinghouse Committee March 2026

Approved by the Personnel Committee April 2026

Approved by Meeting for Business April 2026