



Riverview Church
3585 Willoughby Road, Holt, MI 48842
Phone: 517-694-3400

Job Description Facility and Grounds Staff

Job Title:

Facility and Grounds Staff

Summary:

Maintain facility and grounds at Riverview in a professional manner. Respond to all facility and grounds usage requests originating from the administrative office including room set up or tear down, light janitorial service and preparation of grounds for use during an outdoor event. A flexible schedule is required as there will be a need for facility and grounds staff to help at times on weekends, days and evenings. Run errands to purchase supplies needed for the maintenance of the facility and grounds. Provide any maintenance or repair needed at Riverview for facility, grounds or equipment. Coordinate contracted services such as snow and ice removal for parking lot and sidewalks as well as personally assisting with snow and ice removal from the sidewalks. Coordinate with volunteers to mow the lawn from May 1 through November 7 each year. Maintain site landscaping. Keep the site free from trash and debris.

Reports to

Administration Supervisor

Facility and Grounds Staff:

Maintain facility

- Set up and tear down rooms for all facility use requests issued from administration office
- Maintain the appearance and cleanliness of the entire building to reflect a professional office environment
- Perform light janitorial service... empty trash cans, vacuum, pick up as needed/scheduled
- Repair facility as needed or make arrangements with contractors to do the repairs
- Repair equipment as needed or obtain services for equipment repair
- Purchase supplies needed for facility maintenance

Maintain grounds

- Recruit, schedule and train volunteers to mow lawn from May 1 through November 7 each year
- Keep exterior shed clean and organized along with maintaining all mowers, weed whips and blowers
- Maintain site landscaping, including application of herbicide and pesticide as needed
- Coordinate contracted services such as snow and ice removal for parking lot and sidewalks
- Personally assist with snow and ice removal from the sidewalks as needed before meetings and services
- Monitor the site and keep it free from trash and debris, while observing condition of landscaping and parking lot.
- As part of mowing duties, make sure parking lot is cleaned with blower weekly
- Purchase supplies needed for grounds maintenance

Work Schedule:

10-12 hours per week. A flexible schedule is needed as work schedules will vary week to week and will require some evening and weekend hours to carry out some of the duties.



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Job Description

Administrative Assistant to pastors for weekend services and music

Job Title

Administrative Assistant to pastors responsible for weekend services and music / Receptionist

Summary

We would like candidates to have experience as an administrative assistant in a busy office environment. Candidates should be computer literate, proficient in Word and Outlook, as well as having some experience with Excel. Strong interpersonal skills and a helpful, positive, professional demeanor are critical. The candidate must be very organized; detail oriented and have the ability to multi-task. They will provide administrative support to the pastors responsible for the weekend service and music at Riverview Church. They will also provide administrative support to the Administrative Supervisor as well as performing receptionist duties for the entire church. The candidate will need their own transportation and will have to run errands on occasion at the direction of their supervisor. The candidate will work weekdays during the day at times agreed upon with their supervisor as well as during either the Saturday or Sunday services.

Reports to

- Pastors responsible for weekend services and music
- Administrative Manager

Assistant to Pastors responsible for weekend services and music

- Filter all phone calls and email traffic to the pastor, assess needs and response required
- Manage pastors' schedules
- Coordinate and book all travel
- Do research and investigation on study topics for teaching as assigned by pastor
- Develop schedules and assist with the management of volunteers under pastors area of supervision
- Attend weekly pastors meeting and monthly creative team meeting
- Update pastors ministry blog and church locator
- Other duties as assigned including grant writing, editing manuscripts, preparing wedding ceremonies

Receptionist Responsibilities

Act as Riverview's representative and the first point of contact

- Accept all deliveries, forward delivery receipts to payables department
- Maintain the appearance and cleanliness of the office and building to reflect a professional office environment
- Manage telephone system and voice mail
- Answer, assist and route all incoming calls
- Greet and assist all visitors
- Schedule all facility usage including weddings, funerals, ministry events, classroom use and outdoor events. Coordinate all set up, tear down and clean up for the events with facility staff.
- Control HVAC system for the entire facility to ensure comfort while saving on energy costs

General Office Work

- Perform clerical duties including copying, word processing, mail merge, email distribution to various groups and creating reports in a spreadsheet.
- Purchase office supplies and equipment as needed, this will require running errands at times
- Manage security system and cameras
- Manage fire alarm system and train greeters or ushers to maintain the system in case of false alarm

Work Schedule

22-25 hours per week



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Job Description Administrative Assistant to pastors for children's ministry, small groups, counseling, RivU

Job Title

Administrative Assistant to pastors responsible for children's ministry, counseling, small groups and RivU / Receptionist

Summary

We would like candidates to have experience as an administrative assistant in a busy office environment. Candidates should be computer literate, proficient in Word and Outlook, as well as having some experience with Excel. Strong interpersonal skills and a helpful, positive, professional demeanor are critical. The candidate must be very organized; detail oriented and have the ability to multi-task. They will provide administrative support to the pastors responsible for children's ministry, counseling, small groups and RivU. They will also provide administrative support to the Administrative Supervisor as well as performing receptionist duties for the entire church. The candidate will need their own transportation and will have to run errands on occasion at the direction of their supervisor. The candidate will work weekdays during the day at times agreed upon with their supervisor as well as during either the Saturday or Sunday services.

Reports to

- Pastors responsible for children's ministry, counseling, small groups and RivU
- Administrative Supervisor

Assistant to Pastors responsible for children's ministry, counseling, small groups and RivU

- Filter all phone call and email traffic to the pastors, assess needs and response required
- Manage pastors' schedules
- Coordinate all travel
- Do research and investigation on study topics as assigned by pastor
- Assist with creation and management of volunteers under pastors area of supervision

Receptionist Responsibilities

Act as Riverview's representative and the first point of contact

- Accept all deliveries, forward delivery receipts to payables department
- Maintain the appearance and cleanliness of the office and building to reflect a professional office environment
- Manage telephone system and voice mail, answer, assist and route all incoming calls
- Greet and assist all visitors
- Schedule all facility usage including, weddings, funerals, ministry events, classroom use and outdoor events. Coordinate all set up, tear down and clean up for the events with facility staff.
- Control HVAC system for the entire facility to ensure comfort while saving on energy costs

General Office Work

- Perform clerical duties including copying, word processing, mail merge, email distribution to various groups and creating reports in a spreadsheet.
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Work Schedule

22-25 hours per week



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Employment Application

Personal Data

Name (last, first, middle)		Email address (please write all characters clearly)	
Address (number and street)			
City, State, Zip			
Telephone Number (include area code)		Social Security Number (include dashes)	
Home: _____ Cell: _____			
Today's Date (mm/dd/yyyy)		Position Applied For	
Are you 18 years of age or older?		Are you willing to work weekdays? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, what hours are you available to work?	
Are you authorized to work in the U.S. for any employer?		Are you willing to work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what hours are you available to work?	
Driver's License Number		Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, what hours are you available to work?	
Criminal History: A conviction is not an automatic bar to employment, but a failure to disclose information may disqualify you for employment or be reason for discharge if you are hired. Have you been convicted of any violation of the law, including traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain.			

Educational Data

	Name, Address, City, State	Highest Level Completed	Did You Graduate?	Date of Last Attendance
High School				
College or University				
Postgraduate				
Vocational				
College Majors/Degrees				
Certifications or Professional Licenses				



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Employment Application

Skills					
Level of Skill:	None	Some	Medium	High	List Any Additional Skills _____ _____
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employment References (Give three employment references. Include only those who are familiar with your work abilities. Do not include relatives or personal acquaintances)

1	Name	Address		
	Telephone (include area code)	Company	Relationship	
2	Name	Address		
	Telephone (include area code)	Company	Relationship	
3	Name	Address		
	Telephone (include area code)	Company	Relationship	

Employment Experience

Most Recent Employer	Title and Duties	Reason for Leaving
Address		
City, State, ZIP	Dates Employed (mm/yy)	
	From	To
Telephone (include area code)	Pay (annual)	Name of Last Supervisor
	Start	Final
Most Recent Employer	Title and Duties	Reason for Leaving
Address		
City, State, ZIP	Dates Employed (mm/yy)	
	From	To
Telephone (include area code)	Pay (annual)	Name of Last Supervisor
	Start	Final
Most Recent Employer	Title and Duties	Reason for Leaving
Address		
City, State, ZIP	Dates Employed (mm/yy)	
	From	To
Telephone (include area code)	Pay (annual)	Name of Last Supervisor
	Start	Final

List names of employers in consecutive order, with your present or last employer listed first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give the company name and attach business references. **PLEASE NOTE:** Your application will not be considered unless every question in this section is answered. Since Riverview will make every attempt to contact previous employers, the correct telephone numbers of past employers are critical.

If your school or employment records are listed under a different name than listed on page 1, please enter the name here

Are you currently working for your most recent employer? Yes No
 If "Yes", may we contact? Yes No Only after job offer has been extended



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Employment Application

Please tell us a little about your faith story. When and how did you come to place your faith in Christ? How do you see God leading you?

IMPORTANT, PLEASE READ AND UNDERSTAND BEFORE SIGNING

I certify, under penalty of perjury, that all information provided on this application, my resume, and any supporting documents is true, accurate and complete. I understand and agree that any false, misleading or incomplete information given in my application, interview(s), or other pre-employment questionnaires and procedures, regardless of when discovered by Riverview Church, will be sufficient basis for my disqualification for employment or, if already employed by Riverview Church, the termination of my employment with Riverview Church. I agree that Riverview Church shall not be liable in any respect if I am not hired or if my employment is terminated as a result of providing such false, misleading or incomplete information.

I understand that employment and continued employment with Riverview Church is employment at will, and may be terminated by me or Riverview Church at any time, with or without cause, and that no promises or representations contrary to this are binding on Riverview Church.

I authorize an investigation of all matters contained in this application, my resume, and any supporting documents, that Riverview Church may deem relevant to my employment and to the extent permitted by federal, state or local law. I authorize and consent to, without reservation, any party or agency contacted by Riverview Church to furnish such information to Riverview Church. I authorize all educational institutions to release to Riverview Church all records pertaining to me, including but not limited to transcripts and certificates of degrees. I hereby release from any and all liability and responsibility all parties and agencies supplying such information and Riverview Church's agents in obtaining the same to the extent permitted by federal, state or local law. I understand that I may be required to authorize Riverview Church to obtain a consumer report or investigative consumer report, in accordance with applicable law. That authorization is contained in a separate document.

I agree that before being hired or beginning work, Riverview Church may ask me to take a drug test and that cooperating in the administration of this test and passing it are conditions for employment. I agree that the company may conduct a random drug test while I am employed.

I agree that all job-related claims I might have against Riverview Church and its employees, including civil rights claims, are barred unless I file those claims within 182 days of the event giving rise to the claims or the period specified in the applicable statute of limitations, whichever is shorter. I waive any limitations period to the contrary.

I hereby acknowledge that I have read, understand and agree to the above.

Print Name _____

Signature _____ Date (mm/dd/yyyy) _____



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DISCLOSURE NOTICE AND AUTHORIZATION REGARDING BACKGROUND AND CONSUMER REPORTS

A Summary of Your Rights Under the Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take other adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file; your file contains inaccurate information as a result of fraud; you are on public assistance; you are unemployed but expect to apply for employment within 60 days. In addition, as of September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real estate property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord or other business. The FCRA specifies those with a valid need for access.



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You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit “prescreen” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:

Consumer reporting agencies,
 creditors and others not listed below

National banks, federal branches/agencies
 of foreign banks (word “National” or initials “N.A.”
 appear in or after bank’s name)

Federal Reserve System member banks
 (except national banks, and federal branches/agencies
 of foreign banks)

Savings associations and federally chartered
 savings banks (word “Federal” or initials “F.S.B.”
 appear in federal institution’s name)

Federal credit unions (words “Federal Credit Union”
 appear in institution’s name)

State-chartered banks that are not members
 of the Federal Reserve System

Air, surface, or rail common carriers regulated by former Civil
 Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

CONTACT:

Federal Trade Commission:
 Consumer Response Center - FCRA Washington, DC 20580
 1-877-382-4357

Office of the Comptroller of the Currency
 Compliance Management Mail
 Stop 6-6 Washington, DC 20219 1-800-613-6743

Federal Reserve Board Division of Consumer
 & Community Affairs Washington,
 DC 20551 1-202-452-3693

Office of Thrift Supervision Consumer Complaints
 Washington, DC 20552 1-800-842-6929

National Credit Union Administration
 1775 Duke Street
 Alexandria, VA 22314 1-703-519-4600

Federal Deposit Insurance Corporation
 Consumer Response Center, 2345 Grand Avenue, Suite 100
 Kansas City, Missouri 64108-2638 1-877-275-3342

Department of Transportation, Office of Financial Management
 Washington, DC 20590 1-202-366-1306

Department of Agriculture
 Office of Deputy Administrator - GIPSA
 Washington, DC 20250 1-202-720-7051



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**DISCLOSURE NOTICE AND
 AUTHORIZATION REGARDING
 BACKGROUND AND CONSUMER
 REPORTS**

IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING

A consumer report and/or investigative report including information concerning your character, employment history, general reputation, criminal record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with Riverview Church. **A consumer report and/or investigative consumer report may be obtained at any time during the application process or during your employment with Riverview Church.** Upon timely written request of Riverview's Administration Manager, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, court of law, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Riverview Church with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

READ, ACKNOWLEDGED AND AUTHORIZED

Print Name _____

Signature _____ Date (mm/dd/yyyy) _____