

Centreville United Methodist Church
Position Description
MAY 2025

Position Title: Night Lock-Up
Employment Status: Part-time
Reports to: Office Administrator and Director of Facilities

Position Overview: To ensure that the building is secured, and all users have vacated the building by 10pm after nightly events 7 days a week.

Primary Responsibilities:

1. Arrive at approximately 9:50 to 10:15 PM.
2. Walk through the facility and make sure that all people have vacated the building.
3. Follow written instructions and walkthrough procedure to ensure all entrances/exits are secure and free of objects.
4. Ensure that all interior fire doors and classrooms doors are closed and locked.
5. Ensure that all lights and thermostats are set to the correct temperatures.
6. Report back any suspicious activities after hours to the Director of Facilities (703-217-0592) or Director of Office Administration (703-932-2901).

Secondary Responsibilities:

1. To make sure that all thermostats are reset to 60/80 degrees winter/ summer

Physical Demands:

1. Ability to be on your feet and walk up and down stairs.
2. To feel comfortable and safe while alone.

Qualifications:

1. Ability to work well with others.
2. Communication skills.
3. Follow written instructions

Education/Experience:

1. No educational experience necessary, on the job training.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the church.