**Position Description**

**Job Title: Service Lead**

**Reports To:** Works in cooperation with Safety Team Lead and Children’s Minister

**Description:** The Service Lead arrives on or before 8:30 AM and makes certain the worship environment is ready to receive members and guests on Sunday morning.

**Collaborates with:** Safety Team Coordinator, Kid’s City Lead and SLCC Administrative Assistant

**Essential Duties:** The Service Lead is attends to the following

**Prior to the 9 AM gathering:**

* Set out communion
  + Retrieve 25-30 communion pre-packs from the pantry in the kitchen and place them on tables (25-30 per table).
  + Retrieve 8 gluten free communion pre-packs from the refrigerator and put them on the table nearest the kitchen.
  + Place a communion basket in The Theater with 15 communion pre-packs.
* Retrieve Blessing Buckets and place them in the lobby.
* Make sure hand sanitizer stations are on and operating correctly.
* Verify Kids City has enough Kid builders in each classroom.
* During the winter months, shovel and salt walks.  (Shovels and salt are is in the Utility room off the staff workroom or near each entrance.)

**In between gatherings:**

* Set out additional communion pre-packs to make sure there are enough for second service.
* Check with Guest Services to confirm they have sprayed Lysol in the common areas.

**After second gathering:**

* Return unused communion pre-packs to the pantry for storage.
* Refill the gluten free plate with pre-packs from the freezer and place in the refrigerator.
* Turn hand sanitizing stations off.
* Assist in stacking and storing chairs.
* Assist in storing tables.
* Assist in folding and returning table cloths to the office.