BCM BUILDING HOST

As a condition of employment, and in order to complete the job responsibilities of a BCM Building

Host, the Host will live in the BCM Building and perform the following functions:

1. Properly utilize the security features of the building in order to protect guests, inhabitants, the building, and its contents from vandalism and theft.
2. Properly maintain the building to prevent damage to property from maintenance issues such as water, electrical, and natural gas.
3. Immediately alert professional staff of damage from natural causes such as tornadoes, floods, hail, wind, etc.
4. Supervise and grant access to the building in order to free the professional staff for essential ministry.
5. Respond as needed to contacts from professional staff as to condition of the building.
6. Coordinate responsibilities with the other BCM Building Co-Host that is required to live in the BCM apartment.
7. Monitor energy and utility usage to help reduce energy costs: Be sure thermostats are set where BCM director ask that they be set. Be sure water isn’t left running in restrooms, kitchen, or outside.
8. Remove any smelly trash from the BCM before it permeates the building.
9. Check restrooms throughout the day, as you are able, to be sure they are clean and operable.

I will fulfill the responsibilities assigned above:

HOST

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will provide accountability in accordance to the responsibilities assigned above:

DIRECTOR

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2/13/2018