

Usher Handicap Entrance Quincy St.
SBMC
Job Description

1. Assist those needing assistance using this entrance. This includes;
 - a. During winter season, check the safety of the outside entrance area. Snow, slush or ice might have accumulated after the regular snow removal was done. A shovel and salt is inside the door for your convenience.
 - b. Meeting the vehicle with handicap person as they pull up to entrance.
 - c. Opening the vehicle door or trunk.
 - d. Assist in removing and preparing walker or wheel chair for use.
 - e. Help them in the use of their walker or wheel chair.
 - f. Assisting person to and through Quincy Street door.
 - g. Inquire whether waiting in entrance foyer for driver or desire to immediately proceed to the 2nd floor.
 - h. If necessary, assist them in using the elevator.
 - i. Be cognizant of new faces that might not know how to use the elevator or where to go when arriving at 2nd floor.
 - j. Remind them they can pick up a bulletin on the table, just to the right, as they leave the elevator door on the 2nd floor.
 - k. When the worship service is complete, you should be back at the Handicap Entrance as soon as possible to assist in the exit process.
2. Time
 - a. Please be at the handicap entrance ready to assist 30 minutes before the worship service.
 - b. Please stay a reasonable time to assist in the exit.
3. Schedule
 - a. The coordinator will set up the schedule and distribute by email (mail if necessary) and one will be posted by the elevator, in the foyer and by the office. These will be on **yellow paper** for your quick identification.
 - b. You will be asked to serve 2 consecutive weeks.
 - c. If you are unable to serve, **it is your responsibility** to obtain a replacement. The schedule will give phone and email address for all willing to serve. **Note; some persons are only available at certain times of the year.**
4. Questions
 - a. Please contact the coordinator
 - i. Tom Pinney, Jr. 920.493.3727 or tompinney@charter.net

Thank you for volunteering your time! It is greatly appreciated by all who use this service. This includes the drivers who know their passengers will be cared for while they park their vehicle.