

**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 are inside the door for your convenience.
 - b. Meeting the vehicle with disabled person as they pull up to entrance.
 - c. Opening the vehicle door or trunk.
 - d. Assist in removing and preparing walker or wheelchair for use.
 - e. Help them in the use of their walker or wheelchair.
 - f. Assisting person to and through Quincy Street door. Inquire whether waiting in the entrance foyer for driver or desire to immediately proceed to 2nd floor.
 - g. If necessary, assist them in using the elevator.
 - h. Be aware of unfamiliar faces that might not know how to use the elevator or where to go when arriving at the 2nd floor. Explain that we have a hearing loop for those who have a T coil hearing aid.
 - i. 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.
 - j. 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 schedule for ushering will be run through the Heja app.
 - b. You will be asked to serve 2 consecutive weeks.
 - c. If you are unable to serve, **it is your responsibility** to use Heja to find a replacement. **Note: some people are only available at certain times of the year.**

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.