

Operations Associate

Role Type: Full Time, Hourly (Saturdays Expected)

Responsible to: Building Manager, Director of Operations

Oversees: Facilities

Member of Teams: Operations

Salary Range: \$19.80/hour

Purpose

Actively engage in all aspects of facility support in order to create a world-class environment where people can easily and safely experience that Jesus makes life better. This position will be focused on assisting the Building Manager in the pursuit of excellence and the removal of environmental barriers that hinder ministry at Eastern Hills.

Responsibilities

- Assist in plan to ensure the operational readiness of the church facility and environments including daily inspections and checklists
- Work proactively and act as a first responder to provide an excellent experience for all staff, volunteers, and attendees
- Maintain appearance of building and grounds ensuring the facility is inviting and ready for all activities
- Assist in snow removal and lot safety during winter months
- Directly active and involved in the following areas: (1) building maintenance, (2) event set-ups, and (3) janitorial coverage
 - Building Maintenance
 - Work on the upkeep of the building, grounds, all equipment, and systems to maintain working order and meet safety standards and to help determine the need for repairs or renovations
 - Receive work orders from our software management systems and perform completion in a timely manner
 - Provide real-time maintenance support for ministry activities when requested

- o Event Set-Ups
 - Assist in the setup of all ministry areas for all approved weekly ministry activities using our software management systems
- o Janitorial Coverage
 - Perform scheduled janitorial tasks that include vacuuming, trash removal, cleaning of kitchen and restrooms
 - Provide real-time janitorial coverage as needs arrive throughout the week and on the weekends
- Serve as an active member of All Staff Meetings and Operations Team meetings
- Other duties as assigned

Qualifications

- Previous experience in facilities maintenance a plus

Requirements

- Ability to work weekends
- Strong time management skills
- Ability to complete tasks without supervision
- Ability to lift items weighing up to 25 lbs