

Position Description

Title: **Operations Assistant**
Reports to: Pastor of Operations / Operations Coordinator
Revision Date: January, 2017

Principle Function:

Responsible to maintain the church facilities in a clean and orderly manner ready for planned church activities and events

Specific Responsibilities:

- Sweep, mop, and/or scrub and wax floors according to schedule or as necessitated by unforeseen events; dust furniture and shelving; wash walls and windows, and vacuum carpets as scheduled.
- Clean all restrooms and maintain adequate supply of soap, toilet articles, towels and other supplies in proper containers; empty wastebaskets; collect and remove refuse from buildings.
- Set up assembly and classroom areas for regular activities; move furniture and set up tables and chairs for banquets, special meetings, and similar occasions.
- Prepare facilities for special use as requested by supervisor, and assist when facilities and arrangements are needed for weddings and funerals.
- Make requests to supervisor for supplies and equipment needed.
- Make minor non-technical repairs to buildings and equipment.
- Replace light bulbs and tubes.
- Prepare baptistery for use as directed and clean following use.
- Open and close building daily as scheduled.
- Clean exterior of the building, maintain church entrances, sidewalks and parking areas in a clean and orderly manner.
- Load and unload supplies, materials, textbooks, equipment, and furniture from delivery trucks as needed.
- Maintain cleaning logs on a daily basis.
- Check with supervisor for special assignments.
- Perform other duties as assigned by supervisor.
- Perform all duties in a safe manner. Follow the safety guidelines of the facility.

PHYSICAL DEMANDS:

Must be able to lift 50 pounds
Must be proficient with oral and written instructions
Must be able to use a computer
Must be able to bend
Must be able to climb a ladder
Must be able to operate a boom lift at least 40 feet in the air
Must be able to stand 90% of the work day
Must be able to walk at least 3 miles per day
Must maintain a valid driver's license
Must be willing to travel to other Biltmore Church campuses as needed
Must be able to work outside for long periods of time when doing general grounds maintenance