



JOB DESCRIPTION

**“Whatever you do, work at it with all your heart, as working for the Lord, not for man.”
Colossians 3:23**

Job Title: Operations Initiative Representative
Status: Part-time, Non-exempt
Department: Operations Initiative (Facilities)
Reports To: Operations Initiative Director of Facilities
Date Reviewed: Dec 2022

General Summary

With oversight from the Operations Initiative Strategic Leader, this position independently completes tasks ensuring that the facility is a safe, clean and comfortable environment for staff and guests. The Operations Initiative Representative performs set-up for routine and special ministry and non-ministry related events and assists as needed with maintenance needs on special projects and/or grounds keeping.

Specific Duties

Opens and closes the building, ensuring adherence to building opening and closing procedures to provide for building and content security.

Assesses facility conditions with a keen eye for comfort, cleanliness, and safety to provide an optimum environment for staff and guests. Reports damage or issues to Director of Facilities.

Reviews daily and weekly event needs to ensure proper positioning of necessary furniture, equipment, food serving space, etc.

Communicates with the Facilities Administrator to compare given instructions for cleaning and event set-up with any last-minute changes; makes adjustments as necessary.

Confers with staff and guests to ensure satisfaction while maintaining compliance with various occupancy codes.

Understands requirements for use of cleaning chemicals and appropriately follows manufacturer instructions and Safety Data Sheets (SDS) to avoid physical harm to self and others.

Responds to emergencies (fire alarms, severe weather/tornado, medical emergencies, and security threats) and ensures the safety of staff and guests.

Performs other duties as may be assigned or requested including but not limited to being flexible with work schedules to accommodate event requirements.



Job Specifications

Education: High school diploma or equivalent is required.

Experience: No prior job-related work experience is required. Familiarity with large organization cleaning and event management is highly desirable. Certification in first aid, CPR, AED, area lift and/or powered industrial trucks is recommended. Training in safety/security, SDS, Hazmat, fall protection, confined space, etc. is preferred.

Work Skill Requirements: Communication and arithmetic skills are required to exchange information, engage others in conversation and respond to questions. Desire to serve others with a quality social and work environment is desirable.

Mental and/or Physical Requirements: Must understand appropriate mixtures of and work with caustic cleaning chemicals. Must be physically able to lift up to 50 pounds routinely and pass a required work physical as a condition of employment.

Personal Transformation: Spends time being with Jesus before doing things for Jesus. Trinity Church employees recognize that they cannot give to others what they do not possess for themselves. The best that we can give to Trinity Church is our transforming selves.

Disciple-Making: Affirms and practices Jesus' last command as our priority to make disciples. Each Trinity Church employee acknowledges the value to create environments where people can follow Jesus, be transformed by Jesus, and become committed to the mission of Jesus.

Spiritual Requirements: Must be able to articulate and demonstrate their Faith in Jesus Christ as central to their life and experience and must possess outstanding moral and spiritual character commensurate with a person in full-time vocational ministry.

Approved Job Description: _____
Lead Organizational Pastor Date

Approved Job Description: _____
Operations Strategic Leader Date

Accepted Job Description: _____
Applicant Date