

Title: Operations Assistant
Department: Operations
Regular or Seasonal: Regular

Exemption Status: Non-Exempt
Reports to: Operations Manager
Full-time: 40 hours/week

Position Overview:

This position is responsible for event set-up, cleaning, preventative maintenance and other projects as assigned.

Responsibilities

In this role, you will be responsible for the following:

- Ensure worship center is set-up and cleaned for necessary event set-up.
- Set-up worship center, classrooms, events, etc. to support necessary ministry functions.
- Ensure cleanliness of all rooms to support ministry functions.
- Cleaning and maintenance activities including cleaning restrooms, toilets, floors, carpets, interior and exterior waste baskets, receptacles, trash removal to waste collection areas, cleaning and polishing floors and furniture, cleaning kitchen appliances and removing expired items from the fridges, etc.
- Properly care for and maintain equipment under their charge, vacuums, floor machines, etc.
- Perform preventative maintenance to ensure the building is stewarded well.
- Serve in other ministries as needed.
- Repair minor plumbing issues, replacing light fixtures, changing light bulbs and smoke detectors. Assemble furniture, painting, patching holes in drywall and other carpentry work.
- Shoveling snow, and planting flowers or trees.
- Other duties as assigned.

Key Competencies & Behaviors Desired

- Have a personal and growing relationship with Jesus Christ.
- Ability to share the Gospel and explain what CityLine Bible Church believes.
- Ability to pray with other employees, guests, and members of the church.
- Be an active, engaged and accountable member of a small group.
- Communicates in a manner that gains the trust and support of others at all levels.
- Works effectively with others despite differences of opinion and style; builds alliances.
- Strives for collaboration. Works cooperatively, as a positive contributor to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Make decisions appropriate for the level of responsibility.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a “can-do” attitude.
- Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.

Job Description | Operations Assistant

- Works well under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
- Recognizes problems, constructively identifies and articulates solutions.
- Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.

Qualifications

Our ideal candidate will have the following:

- Three to six months of cleaning, janitorial or event set-up preferred.
- Must be physically able to perform the essential duties of this position.

Physical Demands:

Standing, walking, lifting, carrying and reaching are performed on a frequent to constant basis. Bending, pushing, pulling, climbing, kneeling and twisting are performed on an occasional to frequent basis. Ability to lift and carry 75 pounds.