



JOB DESCRIPTION: Operations Team Member

Ministry Group: Operations	FLSA Status: Non-Exempt
Department: Operations	Reports to: Operations Supervisor
Positions Supervised: None	Work Schedule: Sundays, nights, and as needed depending on events

POSITION SUMMARY:

Operations Team Members are an important component of each ministry within the church. Our team ensures that each area of the facility is cleaned in detail, maintained, and operational, in preparation for any and all events that take place at the church.

The purpose of the church is to glorify God in all we do, therefore Operations Team Members maintain an attitude of excellence, working together in a professional and thorough manner.

The Operations Team Member works under the direct supervision of the Operations Supervisor. He/She will work as a team member with all staff, as well as with the lay leadership of the church. He/She must demonstrate an ongoing ability to learn, as well as develop and maintain high standards of cleanliness and strive to enhance the visual appeal of the church building.

ESSENTIAL JOB FUNCTIONS:

- Clean and maintain all areas of the facility by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc.
- Setting up and taking down tables, chairs and needed equipment for classes, programs and events
- Performs building inspections to ensure building cleanliness, security, and safety
- Inspect restrooms, kitchens, and other rooms daily for restocking needs
- Proficient in computer use
- Maintain all equipment
- Have an understanding about MSDS sheets and chemical safety
- Have an understanding of PPE (personnel protective equipment)
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Performs other duties as assigned

EXAMPLES OF WORK:

- General cleaning of building: clean/disinfect restrooms, dust, wash windows, scrub walls, clean furniture, fill dispensers, replace paper products, remove trash from rooms and take to outside dumpsters, move furniture, replace light bulbs, clean drinking fountains, clean trash cans, make minor repairs, check and clean equipment, open and secure building
- Floor maintenance: pick up trash from floors, remove gum, vacuum, sweep, dry and wet mop, scrub, wax and buff
- Operate cleaning equipment: power washer, carpet extractor, vacuum cleaner, scrubber, buffer, wet and dry mops, brooms
- Setting up and taking down tables, chairs and equipment for classes and programs
- Perform other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge and ability to learn the use of cleaning materials and equipment
- Knowledge of the English language to understand operating instructions for cleaning equipment and materials and safety and accident prevention
- Ability to communicate effectively in writing and orally
- Ability to work outdoors under adverse weather conditions
- Ability to climb ladders and stairs
- Ability to pick up and carry 50 pounds
- Ability to push / pull up to 50 pounds
- Ability to operate cleaning machines
- Ability to stand for prolonged period of time
- Ability to willingly attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Ability to be a self-starter
- Ability to work with minimal supervision
- Ability to be flexible to the demands of the job
- Interact positively with congregants and co-workers
- Willing to acquire a First Aid/CPR/AED card if requested

EMPLOYEE SAFETY:

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students or the public.

PERSONAL QUALIFICATIONS:

- Has received Jesus Christ as Savior and Lord
- Seeks to be a role model in attitude, speech, and actions; strives for a consistent daily walk with Jesus Christ
- Is a regular and consistent attender in good standing of an evangelical church
- Has a personal commitment to Christian living
- Does not abuse drugs (illegal or otherwise) or alcohol

Prepared by: _____ Date _____

Employee Acknowledgment: _____ Date _____

Portland Christian Center management has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skill and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

It is the policy of this organization that employment decisions shall be based on merit, qualifications and competence. Except where required or permitted by law, employment practices shall be based on adherence to the statement of faith of the general Council of the Assemblies of God. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, sex, national origin, age, disability, or any other characteristic protected by law. In addition, Portland Christian Center's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related or ethnic. This policy governs all aspects of employment, promotion, assignment, discharge and other terms and conditions of employment.

As a religious institution, Portland Christian Center is permitted to, and expressly reserves the right to; prefer employees or prospective employees on the basis of religion.